

378.1543  
H58AO  
1974-75

*Hinds*

**HINDS**

**JUNIOR**

**COLLEGE**

**1974-75**

Each student is responsible for meeting requirements for graduation and for complying with other instructions and regulations contained in this catalog. Counselors and Advisers are available and are willing to assist students in planning programs of study and to aid them in other phases of college life. However, the final responsibility for meeting requirements for graduation and adhering to other academic regulations rests with the student.

**CIVIL RIGHTS ACT OF 1964** — In April 1965, Hinds Junior College signed Form No. 441 of the Department of Health, Education and Welfare, an agreement to comply with Title VI of the Civil Rights Act of 1964. Consistent with this agreement, it is the policy of Hinds Junior College to make available its teaching and service programs and its facilities to every qualified person regardless of race, color, sex, or national origin.

Hinds Junior College is an Equal Opportunity Employer.

#### **ACKNOWLEDGEMENTS:**

Printed by the	Hinds Junior College Vocational Division Offset Printing Department John Gower, Instructor
Artwork by	Hinds Junior College Vocational Division Department of Commercial Design and Advertising Michael W. Hataway, Instructor

Information in this catalog covers the period beginning June 1, 1974, and ending May 30, 1975.

**57th**  
**Annual Session**  
**Hinds Junior College**  
**Raymond Campus,**  
**Raymond, Mississippi**  
**39154**  
**Jackson Branch,**  
**Sunset Drive, Jackson,**  
**Mississippi**  
**39213**

1974-75

Accredited by and member of Southern  
Association of Colleges

Accredited by State Department of Education

Member of State Junior College Literary  
and Athletic Association

Member of Mississippi Association of  
Junior Colleges

Member of American Association of  
Junior Colleges

**Hinds Community College District**

# **Academic Calendar Hinds Junior College 1974-75**

## **1974 Summer Session**

### **FIRST SEMESTER**

- June 3 Registration for first semester  
8:00 A.M. — 12:00 Noon
- June 4 Begin class schedule
- July 3 End of first semester

### **SECOND SEMESTER**

- July 8 Registration for second semester  
8:00 A.M. — 12:00 Noon
- July 9 Begin class schedule
- August 9 End of second semester

## **1974-75 Session**

### **FIRST SEMESTER**

- August 16 End Advance Registration for Fall 1974 Semester
- August 19 General Faculty Meeting — 2:00 P.M.  
Room 165 Fine Arts Building
- August 21 Dormitories open — 12:00 Noon
- August 22 Fee payment for Sophomores  
Orientation for Freshmen and Transfer Students
- August 23 Fee payment for Freshmen and Transfer Students
- August 26 Begin class schedule
- August 30 Late registration 2:00 P.M. — 8:00 P.M.  
McLendon Library, Raymond, Ms.  
Last day for schedule changes without a record of performance
- September 2 Labor Day Holiday
- October 7 Second registration for Vocational Students
- October 18 Deadline for making application for degree for December graduation



October 21 - 25	Mid-Semester
November 4	Third registration for Vocational Students
November 11	Begin Advance Registration for Spring Semester
November 26	Begin Thanksgiving Holidays at the close of regularly scheduled classes
December 2	Classwork resumes
December 13	Semester Examinations begin
December 20	End of first semester End of Advance Registration

## SECOND SEMESTER

January 9	Fee payment Orientation for initial enrollees
January 10	Fee payment
January 13	Begin class schedule
January 17	Late registration Last date for schedule changes without a record of performance
February 3	Second registration for Vocational Students
March 3	Third registration for Vocational Students
March 7	Deadline for making application for a degree for May graduation
March 10 - 14	Mid-Semester
March 21	Begin Spring Holidays at the close of regularly scheduled classes
March 31	Classwork resumes
April 7	Begin Advance Registration for the 1975 Summer and Fall Semesters
May 2	Semester Examinations begin
May 9	Final Commencement Exercises 7:00 P.M. Jackson City Auditorium, Jackson, Mississippi

# Contents

I. THE ADMINISTRATION AND FACULTY.....	5
Board of Trustees, Boards of Supervisors, Administration, Faculty and Professional Staff, Standing Committees	
II. THE COLLEGE .....	23
Purpose, Aims, History, Campuses, Buildings	
III. THE STUDENTS .....	29
Admissions, Expenses, Academic Regulations, Counseling and Guidance Services, Financial Aids, Veterans Affairs, Housing, Learning Resources Services, Campus Services and Service Facilities, Activities, Conduct	
IV. THE PROGRAMS OF STUDY.....	61
Outlines of programs of study	
V. THE COURSES.....	99
Academic and Technical Course Description, Vocational Course Description	
VI. INDEX.....	192

**I. The Board of  
Trustees, Boards  
of Supervisors,  
Administration,  
Faculty, and  
Professional Staff**

## Board of Trustees

R. E. WOOLEY, President, Hinds

W. H. COCHRAN, Secretary, Hinds

MAX ALMAN, Rankin

JACK B. FOWLER, Hinds

SHARP BANKS, Warren

TED KENDALL, III, Hinds

WALTER R. BIVINS, Hinds

E. L. PERRITT, Rankin

H. H. DAVIS, Hinds

E. A. PORTER, Claiborne

CLYDE R. DONNELL, Warren

C. V. SULLIVAN, Claiborne

## Boards of Supervisors

### CLAIBORNE COUNTY

H. Cannon Ainsworth

Mott R. Headley, II

William Matt Ross

Davis N. Starnes

Kenneth P. Vaughn

### HINDS COUNTY

L. J. Beasley

Pal Jones

J. L. McGee

Johnnie S. Taylor

Malcolm M. Warren

### RANKIN COUNTY

Kenneth Bridges

Ralph Moore

Hilton Richardson

Tom Rives

Milton Singleterry

### WARREN COUNTY

Thomas F. Akers

James R. Andrews

Herbert Boler

Clyde R. Donnell

Paul A. Pride

# Administration

## ADMINISTRATIVE OFFICERS

ROBERT M. MAYO	President
G. M. McLENDON	President Emeritus
GEORGE ABRAHAM	Chairman, Communications, Humanities, and Fine Arts Division
WAYNE O. BURKES	Director, Student Financial Aid
JAMES DAVID DURHAM	Chairman, Mathematics and Science Division
PATRICK H. FLAHERTY	Assistant Director, Vocational-Technical Education
WALTER H. GIBBES	Director, Vocational-Technical Education
MILDRED HERRIN	Registrar Emeritus
JOEL McNINCH	Director of Admissions and Records
FAY MARSHALL	Dean of Women
JOHN MATTHEWS	Chairman, Social Science and Business Division
AL L. MOORE	Director, Jackson Branch
ROBERT L. MULLINS	Assistant Director, Jackson Branch
MICHAEL J. RABALAIS	Academic Dean
TROY A. RICKS	Director, Veterans Affairs
VIRGINIA M. RIGGS	Chairman, Learning Resources Division
IVAN P. ROSAMOND	Dean of Men
WILLIAM ROUNDTREE	Director, Guidance, Counseling, and Testing Services
GRADY L. SHEFFIELD	Business Manager
JACK C. TRELOAR	Superintendent of Farm
CHARLES A. WALKER	Director, Evening School
E. ROSSER WALL	Dean, Student Affairs



# Faculty and Professional Staff

ABLES, DEWEY	Machine Shop
Hinds Junior College	
ABRAHAM, GEORGE	English
B.A., Southwestern at Memphis; M.A., Mississippi College; additional Tulane University, University of Mississippi	
ADCOCK, JEWEL	Secretarial Science
B.S., M.Ed., Mississippi College; Ed.S., University of Southern Mississippi	
ADKINS, C. RICHARD	Physical Science
B.A., M.A., Marshal University	
AGENT, JERRY P.	Speech
A.A., Hinds Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi College	
ALEXANDER, GEORGE	Art
B.F.A., M.F.A., University of Mississippi	
ANDERSON, BOBBIE B.	Nursing
B.S.N.E., University of Alabama; M.Ed., Mississippi College	
ANDERSON, LARRY	Counselor
B.A., M.S., Jackson State College	
ANDING, ROBERT E.	Bible
B.A., Millsaps; M.A., Mississippi State University; additional Mississippi State University	
ASKEW, LOU ANNE	Remedial Education
A.A., Hinds Junior College; B.S.Ed., Mississippi College	
AVENMARG, SHERRY	Nursing
B.S.N., University of Mississippi	
BADDLEY, JAMES R.	Allied Health
B.A., M.S., University of Mississippi; additional Mississippi College	
BAKER, MAC L.	Distribution & Marketing Technology
A.S., Perkinson Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi State University	
BAKER, PATTY S.	Nursing
B.S.N., University of Mississippi	
BALLARD, EDITH	Music
B.M., Mississippi State College for Women; M.S.M., Southwestern Baptist Theological Seminary	
BANES, BILLIE L.	Agriculture
B.S., M.S., Mississippi State University	
BARR, HUBERT BARRY	Psychology
B.S., M.S., Northwestern State University of Louisiana	
BASS, A. UNDINE	Nursing
Diploma of R.N., Mississippi College, Gilfoy School of Nursing; B.S.N., University of Mississippi; additional University of Mississippi	
BEE, ANNA C.	Hi-steppers
A.B., Samford University; Chalif School of Dance in New York	
BEMON, EMMA F.	Mathematics
B.A., Mississippi Woman's College; M.A., University of Alabama	
BEMON, T. T.	Biology
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.A., University of Texas	

BELL, JAMES R. . . . . Chemistry  
B.A., M.C.S., University of Mississippi; additional University of Southern Mississippi

BERGIN, WILLIE A. . . . . Chemistry  
B.S., Ph.D., University of Southern Mississippi

BERRY, LUCRETIA B. . . . . Secretarial Science  
A.A., Copiah-Lincoln Junior College; B.S., M.S., University of Southern Mississippi

BOWMAN, WILLIAM A. . . . . Automobile Mechanics

BOYD, SANDRA E. . . . . English  
B.A., M.A., Mississippi College

BRENT, PEGGY A. . . . . English  
B.A., Millsaps College; M.Ed., Mississippi College

BREWER, CANDACE B. . . . . Nursing  
B.S.N., University of Southern Mississippi

BREWER, HASTEL B. . . . . Auto Body & Fender Repair  
Hinds Junior College, University of Southern Mississippi

BRIDGES, JANICE W. . . . . Counselor  
B.S.Ed., Mississippi College; M.Ed., University of Mississippi

BROADWAY, NORMA DELL . . . . . Secretarial Science  
A.A., Mississippi Delta Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi College

BROCK, SUSAN H. . . . . Physical Education  
B.S., Mississippi State College for Women; M.Ed., Mississippi College

BROOKS, FRED L. . . . . Speech  
B.S., M.A., University of Southern Mississippi; additional University of Mississippi, Mississippi College

BROOM, LOWELL S. . . . . Accounting  
B.S., William Carey College; University of Mississippi

BROWNING, SAUNDRA D. . . . . Secretarial Science  
B.S., Mississippi College; M.Ed., Mississippi College

BRUMFIELD, CAROL J. . . . . Counselor  
B.A., William Carey College; M.S., University of Southern Mississippi

BRYANT, KENNIS . . . . . Airframe and Powerplant Maintenance  
B.S., M.S., Mississippi State University; additional Mississippi College, University of Southern Mississippi

BURKES, WAYNE O. . . . . Director, Student Financial Aids  
B.A., Mississippi College; M.Div., New Orleans Baptist Theological Seminary; additional University of Southern Mississippi

BURKETT, DAVID E. . . . . Art  
B.A., Mississippi College; M.F.A., University of Mississippi

BURNETT, BETTY . . . . . Food Service  
B.S., University of Southern Mississippi; M.S., Mississippi College

BUSBY, H. T. . . . . Fire Science Technology

BUSH, ELBERT H. . . . . Machine Shop  
University of Southern Mississippi, Mississippi State University

BYERS, CAMILLE K. . . . . Practical Nursing  
Millsaps College, University of Southern Mississippi

BYRD, LEONARD O. . . . . Technical Drafting  
B.S., Mississippi State University

CALLAHAN, JANE D. . . . . Nursing  
A.A., Hinds Junior College; B.S.N., University of Mississippi

- CALLAWAY, CAROL ANN . . . . . Nursing  
St. Dominics School of Nursing
- CANTERBURY, JUANITA . . . . . English  
B.A., M.A., Baylor University; M.R.E., Southwestern Baptist Theological Seminary
- CARR, JERRY G. . . . . English  
B.A., M.A., Mississippi State University
- CARSON, WESLEY E. . . . . Refrigeration and Air Conditioning  
A.S., Hinds Junior College; B.S., Mississippi State University
- CAVIN, VERNON . . . . . Drafting & Design  
B.S., University of Southern Mississippi
- CHANG, SHU H. . . . . Chemistry  
B.S., Cheng-Kong University; Ph.D., University of Cincinnati
- CHESTEEN, VESTA . . . . . Medical Record Technician  
R.R.A.
- CHILDRESS, JOHN C. . . . . Media Lab  
B.F.A., M.Ed., University of Southern Mississippi
- CLARY, BETSY JANE . . . . . Economics  
B.S., M.S., Mississippi State University
- CLAYTON, BETTY D. . . . . Psychology  
A.A., Copiah-Lincoln Junior College; B.S., Mississippi College; M.S., University of Southern Mississippi
- COCROFT, JOHN W. . . . . Electronics  
B.S., Mississippi College; M.Ed., Mississippi College; CTET, University of Illinois
- CONKLIN, JUDY C. . . . . Library  
B.S., University of Southern Mississippi; M.A., East Tennessee State University
- COOK, HERSCHEL M. . . . . Radio & TV  
Hinds Junior College
- COPPENBARGER, JACK O. . . . . Journalism  
A.A., Hinds Junior College; B.A., M.Ed., University of Southern Mississippi
- CRAFT, LUCRETIA R. . . . . Nursing
- CUPIT, SHARON M. . . . . History  
B.A., University of Texas at Austin; M.A., University of Mississippi
- DANIEL, GERALD . . . . . Biology  
B.S., M.S., University of Southern Mississippi
- DAVIS, ELDON N. . . . . Airframe and Powerplant Maintenance  
University of Southern Mississippi
- DAVIS, GRADY N. . . . . Automobile Mechanics  
Hinds Junior College
- DAVIS, HILDA REE . . . . . French, Music  
B.M., DeShazo College of Music; B.A., Blue Mountain College; M.A., University of Mississippi; additional University of Dijon, Dijon, France; Sorbonne University of Paris; Institute Culturel International de Vichy, France
- DAVIS, WILLIAM M. . . . . Biology  
B.A., Mississippi State University; M.Ed., Mississippi College; additional University of Alabama
- DEXTER, DONALD M. . . . . Welding  
University of Tennessee, University of Southern Mississippi
- DOUGLAS, MARY ANN . . . . . Dental Assisting  
D.H., C.D.A.; additional Auburn University

- DRAKE, REBECCA B. . . . . Music  
B.M., Belhaven College; M.M., Louisiana State University
- DUKES, ROBBIE . . . . . Home Economics  
B.S., Mississippi State College for Women; M.S., University of Southern Mississippi;  
additional Mississippi State University
- DUNAWAY, BOB A. . . . . Art  
B.S., Mississippi College; M.S., Illinois State University
- DURHAM, J. DAVID . . . . . Physical Science  
B.S., Georgia Institute of Technology; M.S., Ph.D., University of Tennessee
- DYAR, HILTON W. . . . . Drafting & Design  
A.S., Hinds Junior College; B.S., University of Southern Mississippi
- EIKERT, LORRAINE . . . . . Nursing  
R.N., Vicksburg Sanatorium Training School for Nursing
- ERVIN, JAMES W. . . . . Mathematics  
B.S., M.S., Mississippi State University; additional Mississippi College
- EVANS, BUFORD B. . . . . Machine Shop  
University of Southern Mississippi, Hinds Junior College
- FATHERREE, BEN. . . . . History  
B.A., M.A., Mississippi State University
- FAULKNER, DONALD E. . . . . Physical Science  
B.S., Millsaps College; M.S., University of Rochester
- FELIX, LARRY G. . . . . Physical Science  
B.S., University of South Florida; M.S., Auburn University
- FERGUSON, GEORGE R. . . . . Business Law  
B.S., Mississippi State University; L.L.B., Jackson School of Law
- FISHER, JOSEPH H. . . . . Hotel, Motel, and Restaurant Management  
A.S., Hinds Junior College
- FLAHERTY, PATRICK H. . . . . Assistant Director,  
Vocational-Technical Education  
A.S., Perkinston Junior College; B.S., Mississippi State University; M.S., University  
of Southern Mississippi
- FLOYD, JANET T. . . . . Nursing  
Mercy Hospital-Street Memorial School of Nursing
- FOKELADEH, EMILY G. . . . . German  
B.A., Mississippi College; M.A., University of Mississippi
- FORTENBERRY, NONA G. . . . . Secretarial Science  
B.A., Mississippi College; M.A., University of Mississippi; additional University  
of Southern Mississippi
- FRANCO, JO ANN. . . . . Nursing  
Mercy Hospital-Street Memorial School of Nursing
- FREEMAN, SANDRA . . . . . Nursing  
Hinds Junior College, University of Southern Mississippi
- FURLOW, JAMES C. . . . . Music  
B.M., M.M., Louisiana State University
- FURSTENBERGER, BETTY D. . . . . English  
B.A., Millsaps College; M.A., Mississippi College; additional University of Southern  
Mississippi, Louisiana State University
- GANDY, MARGARET A. . . . . Secretarial Science  
B.S., M.S., University of Southern Mississippi



GARRISON, ROBERT O. . . . . Physical Education  
B.S., M.S., University of Southern Mississippi

GATLIN, CHARLES W. . . . . Radio & TV  
Jones Junior College

GIBBES, WALTER H. . . . . Director, Vocational-Technical Education  
B.S., Mississippi State University; M.S., Mississippi College; additional Louisiana  
State University, University of Mississippi

GILLILAND, WILLIAM A. . . . . Physical Science  
B.S., M.S., University of Southern Mississippi

GOWER, JOHN . . . . . Printing  
Hinds Junior College, University of Southern Mississippi

GRAHAM, DURWOOD . . . . . Physical Education  
B.A., University of Southern Mississippi

GRAVES, LINDA M. . . . . Art  
B.S., Mississippi College; M.A., Northeast Louisiana University

GREEN, GWENDOLYN W. . . . . Medical Records Science  
R.R.L.; B.A., Southwestern at Memphis, Millsaps College

GRIFFIN, WILLIAM W. . . . . Chemistry  
B.S., Delta State College; M.Ed., Mississippi State University; M.S., University of  
Mississippi; additional University of Southern Mississippi

HAIRSTON, WILLIAM G. . . . . History  
B.S., University of Mississippi; M.A., Michigan State University

HARDY, ANNE C. . . . . English  
B.A., Mississippi State College for Women; M.A., Mississippi College

HARRIS, JIM EL B. . . . . English  
A.A., Copiah-Lincoln Junior College; B.A., Mississippi State College for Women;  
M.A., Louisiana State University

HARRIS, JIMMY . . . . . Office Machines  
Hinds Junior College

HARRIS, ROBERT D. . . . . General Electricity & Wiring  
Hinds Junior College

HARRISON, JOANNE M. . . . . Biology  
B.S., Southwestern at Memphis; M.S., Memphis State University

HARRISON, LESTER W. . . . . Chemistry  
B.S., Lambuth College; M.S., Ph.D., Memphis State University

HATAWAY, BRENDA M. . . . . Secretarial Science  
A.A., Hinds Junior College; B.S.Ed., Mississippi College

HATAWAY, MICHAEL W. . . . . Commercial Design  
A.A., Hinds Junior College; B.S.Ed., Mississippi College

HEARN, MILDRED CORBIN . . . . . Nursing  
B.S.N.Ed., Incarnate Word College; M.Ed., Mississippi College

HEIMBURGER, BETTY J. . . . . Nursing  
B.S.N., Millikin University

HENDERSON, L. C. . . . . Bricklaying  
Hinds Junior College, University of Southern Mississippi

HILL, YVONNE T. . . . . Data Processing  
Hinds Junior College, Mississippi State University

HODGES, BOB . . . . . Director, Student Publications  
Hinds Junior College



HODGES, DEAN W. . . . . Automobile Mechanics

HOLCOMB, THOMAS H. . . . . Electronics  
A.A., Hinds Junior College; B.S., Mississippi State University

HOLLMAN, JO SMITH . . . . . Sociology  
B.A., M.A., Mississippi College

HORNE, JAMES P. . . . . Welding  
Holmes Junior College, University of Southern Mississippi

HOUSE, TIM . . . . . Physical Education  
B.S., Mississippi College

HUGHES, ELAINE . . . . . English  
B.A., M.A., Mississippi College

HUGHES, LINDA M. . . . . Nursing  
A.S., Mississippi Delta Junior College; B.S.N., Northeast Louisiana University

HUTCHINS, EUGENIA . . . . . Nursing  
Mississippi Baptist Hospital, Hinds Junior College, University of Southern Mississippi

HUTCHINSON, W. ROSS. . . . . Media Center  
Hinds Junior College

HUTSON, JUDIETH . . . . . Remedial Education  
B.A., Millsaps College

HYMEL, JEROME R. . . . . Biology  
B.S., Southeastern Louisiana University; M.S., Northeast Louisiana University;  
additional Medical University of South Carolina

IRBY, BOBBY D. . . . . Welding  
Hinds Junior College

ISRAEL, DOROTHY M. . . . . Library  
A.A., Mississippi Delta Junior College; B.S., Delta State College; M.B.E., M.L.S.,  
University of Mississippi

JENKINS, SARA H. . . . . English  
A.A., Hinds Junior College; B.A., Mississippi College; M.A., University of Alabama

JOHNSON, DENNIS L. . . . . Psychology  
B.A., Louisiana Technical University; M.S., Mississippi State University

JOHNSON, JOHNNIE . . . . . Nursing  
B.S.N., Dillard University; additional University of Southern Mississippi

JOHNSTON, JAMES K. . . . . Mathematics  
B.S., Mississippi State University; M.Ed., Mississippi College

JONES, CHARLES C. . . . . Distribution & Marketing Technology  
A.A., Hinds Junior College; B.S., Mississippi State University

JONES, ROGER P. . . . . Meat Processing  
A.A., Jones Junior College; B.S., M.S., Ph.D., Mississippi State University

KELLUM, WALTER C. . . . . Automobile Mechanics  
Draughtons Business College, University of Southern Mississippi

KELSO, ROBERT P. . . . . Graphics  
B.A., University of Mississippi

KEYES, DIXIE P. . . . . Nursing  
B.S.N., University of Mississippi

KNEELAND, LANCE J. . . . . Political Science  
B.A., M.A., Mississippi State University

KNIGHT, LORICE C. . . . . Practical Nurse  
Memphis State University, University of Southern Mississippi

KRON, AUDREY M. . . . . Nursing  
R.N., Gilfoy School of Nursing; Hinds Junior College

LAIRSCEY, ROYCE G. . . . . Medical Laboratory Technician  
B.S., Nicholls State University; M.S., Louisiana State University

LANDRUM, CECIL . . . . . Director, Manpower Development  
Mississippi College Training Program

LANGFORD, JO ANN C. . . . . Nursing  
B.S., University of Mississippi

LANIER, FRANCES K. . . . . Nursing  
R.N., Mercy Hospital- Street Memorial School of Nursing

LASTER, ANN A. . . . . English  
B.A., Mississippi College; M.A., University of Mississippi

LEWIS, THOMAS E. . . . . Electronic Data Processing  
A.A., Hinds Junior College; B.S., Mississippi College

LINTON, L. KENNON . . . . . Respiratory Therapy  
A.A., Jones County Junior College; B.S., William Carey College; additional  
University of Chicago Hospitals and Clinics, School of Respiratory Therapy (Diploma)

LOFTON, LARRY F. . . . . Accounting  
B.S., M.B.A., University of Southern Mississippi

McANEAR, JOYCE A. . . . . Nursing  
B.S., Hardin-Simmons University; additional University of Southern Mississippi

McCANN, BARNEY D. . . . . Music  
B.M., Belhaven College; M.M.Ed., Mississippi College

McCARROLL, JOE A. . . . . Machine Shop  
Mississippi State University

McDONALD, LESLIE E. . . . . Barbering  
A.A., Hinds Junior College

McGUFFEE, RUSSELL W. . . . . General Electricity & Wiring  
A.S., Hinds Junior College; Mississippi College

McLENDON, W. D. . . . . Electric Motor Repair  
Hinds Junior College, University of Southern Mississippi

McNINCH, JOEL . . . . . Director, Admissions and Records  
A.A., Hinds Junior College; B.S., University of Southern Mississippi; M.Ed.,  
Mississippi College; additional University of Southern Mississippi

McPHAIL, HERBERT F. . . . . Auto Body & Fender Repair

McRANEY, HILDA G. . . . . Reading  
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.Ed.,  
University of Mississippi; additional Florida State

MAJURE, TROY V. . . . . Veterinary Assistant  
B.S., Mississippi State University; D.V.M., Auburn University

MANCHESTER, JOHN P. . . . . Music  
B.S., Livingston University; M.M.E., North Texas State University

MANGUM, DAVID E. . . . . Philosophy  
B.S., M.A., University of Southern Mississippi

MANGUM, DOROTHY W. . . . . Vocational Business Office Education  
B.S., University of Southern Mississippi; M.S., Mississippi College

MANSELL, MARGARET J. . . . . Medical Laboratory Technician  
B.S., Millsaps College; M.T., St. Joseph's Hospital - University of Tennessee

MARGOLIS, ALICE H. . . . . Library  
B.A., University of Mississippi

MARSHALL, FAY . . . . . Dean of Women  
B.A., Mississippi State College for Women; M.Ed., Mississippi College

MARTIN, DONALD W. . . . . Carpentry  
Hinds Junior College

MARTIN, RALPH L. . . . . Automobile Mechanics  
B.S., University of Southern Mississippi

MARX, ERNESTINE G. . . . . Secretarial Science  
B.S., University of Southern Mississippi; M.Ed., Mississippi College

MASK, MOODY . . . . . Diesel Mechanics  
University of Kentucky, University of Southern Mississippi

MASON, ANNE . . . . . Music  
B.M., M.M.Ed., Mississippi College

MATTHEWS, JOHN H. . . . . History  
B.A., Tulane University; M.A., Trinity University

MAYO, ROBERT M. . . . . President  
B.A., Millsaps; M.A., Peabody College; L.L.D., Millsaps

MAXWELL, JOHN . . . . . Speech  
B.A., M.A., University of Mississippi

MEADOR, JOE T. . . . . Drafting  
A.A., Copiah-Lincoln Junior College

MIDDLETON, CATHERINE S. . . . . Operating Room Technician  
University of Southern Mississippi

MIZE, KYLE D. . . . . Distribution and Marketing Technology  
A.B., Northwest Junior College; B.B.A., University of Mississippi; M.Ed., Mississippi State University

MONROE, BOBBY J. . . . . Rehabilitation for the Blind  
A.A., Holmes Junior College; B.S., Mississippi State University

MOORE, ALFRED L. . . . . Director, Jackson Branch  
B.S., M.Ed., Ed.S., Mississippi State University

MOORE, RALPH W. . . . . Drafting  
B.S., University of Southern Mississippi

MORRIS, MARJORIE H. . . . . Speech  
B.S., Mississippi State College for Women; M.A., University of Alabama

MORRISON, JEANETTE B. . . . . Secretarial Science  
A.S., Hinds Junior College; B.S., M.Ed., Mississippi College

MOUNGER, MARION R. . . . . Reading  
B.A., Belhaven College; M.S., University of Tennessee

MULLINS, ROBERT L. . . . . Assistant Director, Jackson Branch  
A.A., Hinds Junior College; B.S., M.S., University of Southern Mississippi

MUSE, JEANNIE L. . . . . English  
B.A., M.A., Mississippi College

NEELY, DANNY D. . . . . Health, Physical Education, and Recreation  
B.S., M.S., Mississippi College

NELSON, CLIFFORD L. . . . . Counselor  
B.S., M.E., Mississippi College; A.A.A., Jackson State and University of Southern Mississippi

NELSON, HERMAN RAY . . . . . Radio & TV  
Hinds Junior College, University of Southern Mississippi

NICHOLS, DEBORAH L. . . . . Health, Physical Education, and Recreation  
A.A., Hinds Junior College; B.S.E., M.S., Delta State College

NIZURYN, PAULINE . . . . . Nursing  
R.N., Methodist Hospital; B.S.N., University of Mississippi

NOLEN, AUBREY D. . . . . Machine Shop  
Hinds Junior College, Mississippi State University

OAKES, WILLIAM C. . . . . Director, Student Activities  
B.S., M.A., University of Southern Mississippi

OWENS, THAD O. . . . . Horticulture  
A.A., Copiah-Lincoln Junior College; B.S., M.S., Mississippi State University

PARKER, JESSE W. . . . . Radio & TV  
Hinds Junior College, University of Southern Mississippi

PARTIN, HARRY J. . . . . Electronics  
Hinds Junior College, Vanderbilt University

PATTERSON, MARY . . . . . Medical Record Science  
B.S., R.R.A.

PAYNE, PEGGY L. . . . . Nursing  
B.S.N., University of Mississippi

PERKINS, LOUIS R. . . . . Agriculture  
B.S., Northwestern State University of Louisiana; M.S., Louisiana State University

PERRITT, JOHN E. . . . . Instructional Development Officer  
A.A., Copiah-Lincoln Junior College; B.A., Mississippi College; M.Ed., Georgia State University

PHARR, BETTY W. . . . . Medical Record Science  
B.A., Mississippi College; R.R.A.

PICKETT, NELL ANDING . . . . . English  
B.A., Blue Mountain College; M.Ed., Mississippi College

PICKETT, NELL ANN. . . . . English  
A.A., Hinds Junior College; B.A., Mississippi State College for Women; M.A., Peabody College; A.B.D., Tulane University

POPE, JAMES L. . . . . Counselor  
A.A., Hinds Junior College; B.S., M.S., University of Southern Mississippi

PORTER, RETTA J. . . . . English  
B.S., M.A., University of Southern Mississippi

PURVIS, MARY ETTA . . . . . Remedial Education  
B.S., University of Southern Mississippi

RABALAIS, POLLY H. . . . . Health, Physical Education, and Recreation  
A.A., Hinds Junior College; B.S., Mississippi State College for Women; M.Ed., University of Mississippi

RABALAIS, MICHAEL . . . . . Academic Dean  
B.A., University of Southwestern Louisiana; M.S., University of Southern Mississippi; Ph.D., Mississippi State University

RANKIN, AARON M. . . . . Mathematics  
B.S., M.Ed., Mississippi State University

RAY, VIRGINIA L. . . . . Nursing  
Mercy Hospital-Street Memorial School of Nursing

REDMOND, FREDRICK . . . . . Radio & TV  
Hinds Junior College, University of Southern Mississippi



- REEVES, GENEVA D. . . . . Music  
B.A., Mississippi College; B.S.M., M.S.M., Southwestern Baptist Theological Seminary
- REEVES, JAMES L. . . . . Music  
B.A., Millsaps College; M.M.Ed., Columbia University; additional University of Southern Mississippi
- REID, JOYCELYN M. . . . . English  
B.S.E., Delta State College; M.A. Mississippi College
- RENFROE, JOE . . . . . Health, Physical Education, and Recreation  
B.E.P.E., Tulane University; M.A., University of Southern Mississippi
- REYNOLDS, DARDEN . . . . . Political Science  
B.A., M.A., University of Mississippi
- RICE, JACK H. . . . . Refrigeration and Air Conditioning
- RICKS, TROY A. . . . . Director, Veterans Affairs  
B.S., Delta State College; M.A., University of Southern Mississippi; additional Mississippi College
- RIGGS, MARVIN A. . . . . Geography  
B.A., Millsaps College; M.A., University of Alabama; M.A., University of Denver; additional University of Mississippi
- RIGGS, VIRGINIA M. . . . . Library  
A.A., Virginia Intermont College; B.A., Millsaps College; M.A., University of Denver
- ROBBINS, KAREN . . . . . Nursing  
R.N., Gilfoy School of Nursing
- ROBINSON, BETTYE L. . . . . Secretarial Science  
A.A., Holmes Junior College; B.S., Northeast Louisiana University; additional Mississippi College
- ROBINSON, MARTHA S. . . . . Secretarial Science  
A.S., Northwest Junior College; B.E.D., M.B.E., University of Mississippi; additional University of Southern Mississippi, Mississippi College
- ROBINSON, OLIVER T. . . . . History  
B.B.A., University of Mississippi; M.A., Memphis State University; A.B.D., University of Georgia
- ROSAMOND, IVAN . . . . . Dean of Men  
B.S., M.A., University of Southern Mississippi
- ROTH, MICHAEL J. . . . . Political Science  
B.A., M.S.S., Ed.S., Mississippi State University
- ROUNDTREE, W. D. . . . . Counselor  
A.A., Hinds Junior College; B.S., M.S., University of Southern Mississippi
- SCALES, LURA . . . . . History  
B.A., Belhaven College; M.A., Mississippi College; additional University of Southern Mississippi, Mississippi State University
- SELLERS, T. DALE . . . . . Media Center  
B.S., Mississippi State University; M.S., University of Southern Mississippi
- SHEFFIELD, GRADY L. . . . . Business Manager  
Hinds Junior College, Mississippi College
- SHEPHERD, RAY . . . . . English  
B.A., University of Kentucky; B.S., Murray University; M.A., Mississippi College
- SHEPHERD, TOM . . . . . Economics  
A.A., Hinds Junior College; B.S., M.B.A., Mississippi State University; Ed.S., University of Alabama



SHIVERS, ANNELLE . . . . . Psychology  
B.S., Mississippi State College for Women; M.Ed., University of Mississippi; Ph.D.,  
Mississippi State University

SIMMONS, NORMA M. . . . . Mathematics  
M.S., Mississippi College; M.A., University of Mississippi

SMITH, ELNORA V. . . . . Nursing  
Lutheran Hospital School of Nursing

SMITH, RANDY N. . . . . Counselor  
A.A., Hinds Junior College; B.S., Mississippi State University

SMITH, RONALD C. . . . . Drafting  
Hinds Junior College, University of Southern Mississippi

STROBLE, KATHERINE T. . . . . Rehabilitation for the Blind  
B.S., George Peabody College for Teachers

SUMNERS, FREIDA A. . . . . Practical Nursing  
A.D.S.N., Northeast Mississippi Junior College; B.S.N., University of Mississippi  
School of Nursing

SWITZER, CURTIS L. . . . . Sheet Metal  
Hinds Junior College, University of Southern Mississippi

TENHET, TALMADGE L. . . . . Music  
B.S., Mississippi State University; M.M.A., University of Mississippi; Diploma,  
American Conservatoire de Musique, France; additional Eastman School of Music

THOMAS, MARTHA G. . . . . Operating Room Technician  
R.N., Mississippi Baptist Hospital

THOMPSON, EDGAR E. . . . . English  
B.A., M.A., Mississippi State University

TILLMAN, POLLY M. . . . . English  
A.A., Hinds Junior College; B.A., M.A., Mississippi College

TRAXLER, THOMAS . . . . . Barbering  
Millsaps College, University of Southern Mississippi

TRELOAR, JACK C. . . . . Agriculture  
B.S., M.Ed., Mississippi State University

TRIM, NICK . . . . . Radio & TV  
Dartmouth College, Baldwin Wallace

TURNER, JANE A. . . . . Psychology  
B.A., M.S., University of Southern Mississippi

USSERY, ALLEAN . . . . . Mathematics  
B.S.E., Delta State College; M.S., University of Mississippi; Ph.D., Peabody  
College for Teachers

VANCE, SANDRA S. . . . . History  
B.A., Belhaven College; M.A., Louisiana State University; additional Mississippi  
State University

VAUGHN, HENRY T. . . . . Refrigeration and Air Conditioning  
A.A., Hinds Junior College

VAUGHT, MARY A. . . . . Sociology  
B.A., M.S.S., University of Mississippi

VINSON, DONNA H. . . . . English  
B.A., Hollins College; M.A., University of Mississippi

WAGGONER, HENRY G. . . . . Automobile Mechanics

WAIDE, DOUGLAS C. . . . . Fire Science Technology  
A.S., Oklahoma State University; additional Hinds Junior College, University of  
Southern Mississippi

**WAIDE, PAULA C.** . . . . . English  
 B.A., M.A., Oklahoma State University

**WALKER, ALICE S.** . . . . .Dietetics Technology  
 R.D.; B.S., University of Southern Mississippi; additional University of Southern Mississippi

**WALKER, CHARLES A.** . . . . .Director, Evening School  
 A.A., Pearl River Junior College; B.S., M.S., University of Southern Mississippi

**WALKER, RONNIE L.** . . . . .Mechanical Technology  
 A.A., Northeast Mississippi Junior College; B.S., Mississippi State University

**WALL, E. R.** . . . . .Dean, Student Affairs  
 B.A., M.A., Ed.D., University of Mississippi

**WALL, NORMA F.** . . . . .Library  
 B.S., Mississippi State College for Women; M.L.S., University of Mississippi

**WALLACE, BETTIE G.** . . . . .Mathematics  
 B.S., M.S., Mississippi State University

**WALLER, SARAH A.** . . . . .Practical Nursing  
 R.N., Auburn Memorial School of Nursing

**WALSH, FRANK K.** . . . . .History  
 B.A., Millsaps College; M.Ed., Mississippi College

**WALTERS, SAMUEL L.** . . . . .Sociology  
 B.A., M.A., University of Mississippi

**WARD, CECIL** . . . . .General Electricity and Wiring  
 Hinds Junior College, University of Southern Mississippi

**WARREN, RENE** . . . . .Health, Physical Education, and Recreation  
 B.S., M.Ed., Mississippi College

**WEBB, JERRY W.** . . . . .Electronics  
 A.A.S., Hinds Junior College; B.S., Mississippi State University

**WEST, PHILIP** . . . . .Diesel Mechanics  
 Hinds Junior College, University of Southern Mississippi

**WILLIAMS, CHARLES F.** . . . . .Refrigeration and Air Conditioning  
 Hinds Junior College

**WILLIAMS, CLAUDE J.** . . . . .Spanish  
 B.A., Millsaps College; M.A., University of New Mexico; additional International Academy of Spanish, Saltillo, Mexico

**WILLIAMS, GEORGE O.** . . . . .Biology  
 B.S., Tougaloo College; M.S., University of Mississippi

**WILLIS, JOAN** . . . . .English  
 B.A., Blue Mountain College; M.A., Mississippi College

**WOODS, THOMAS A.** . . . . .Inhalation Therapy  
 B.S., University of Southern Mississippi

**YOUNG, GARY** . . . . .Economics  
 B.S., Tennessee Technical University; M.S., Clemson University

## STANDING COMMITTEES

### Administrative Council - Chairman, President

The membership of the committee includes the President of the College, the Academic Dean, the Dean of Students, the Business Manager, the Director of Vocational-Technical Education, the Director of the Jackson Branch, and the Director of the Evening School.

The committee coordinates the services of the college, facilitates communication among the various areas, and serves as an advisory group.

### Academic Council - Chairman, Academic Dean

The membership of the committee includes the Academic Dean and the Division Chairmen as follows: Learning Resources Center; Communications, Humanities, and Fine Arts; Mathematics and Science; and Social Science and Business.

The Council meets weekly to plan academic matters and to discuss academic problems and their solutions.

### Admissions Committee - Chairman, Director of Admissions

The membership of the committee is composed of the Academic Dean; Director of Admissions; Dean of Student Affairs; Director of Vocational-Technical Division; Assistant Director of Vocational-Technical Division, Raymond campus; and two faculty members appointed by the president.

### Calendar Committee - Chairman, Dean of Student Affairs

The membership of this committee is composed of the Dean of Student Affairs, Director of Student Activities, Dean of Men, Dean of Women, Chairman of the Speech Department, Chairman of the Music Department, Chairman of the Art Department, Athletic Director, and Social Chairman of the Associated Student Body. The committee meets on call by the Chairman. The committee acts upon requests from sponsors regarding scheduling of student activities.

Forms for submitting requests are available in the office of the Dean of Student Affairs.

### Curriculum and Credits Committee - Chairman, Academic Dean

The membership of this committee includes the Academic Dean, the Division Chairman, the Business Manager, the Director of the Evening School, the Director of Vocational-Technical Education, the Dean of Student Affairs, and one faculty representative elected by HJCEA.

The committee reviews and approves all changes in curriculum offerings proposed by the departments or by the administration.

Any faculty member may initiate plans to add a course to the curriculum. Appropriate forms for the procedure are available in the office of the Academic Dean.

#### **Disciplinary Committee - Chairman, Dean of Student Affairs**

The committee is composed of the Dean of Student Affairs, Dean of Men, Dean of Women, ASB President, WASB President, and two faculty representatives appointed by the President of the College.

The committee hears and considers charges brought by students, faculty, and administration against any student for violation of college regulations governing the conduct and behavior of students; and to prescribe penalties for violation, subject to review by the President of the College. The committee also determines discipline procedures.

#### **Insurance Committee - Chairman, The Business Manager**

The committee, appointed by the President, consists of representatives of the faculty and the administration. The committee studies the group insurance program, evaluates the security of the program, and makes recommendations for improvements.

Regular quarterly meetings are held and special meetings are called by the chairman.

#### **Learning Resources Committee - Chairman, Elected by Committee**

The membership of this committee includes two representatives from each academic division, a representative from the English Department, a representative from the Vocational-Technical Division on the Raymond campus, a representative from the Jackson Branch, the Director of the Learning Resources Center, and student representatives. The Academic Dean determines the method of selecting the committee. The chairman is elected from the faculty representatives on the committee.

The committee acts as a liaison unit between the faculty and the Learning Resources Center, serves in an advisory capacity in regard to rules and regulations of the Center, and helps promote the most effective use of the Learning Resources Center facilities.

#### **Ad Hoc Committee**

Any committee not herein provided for may be formed by administrative appointment. The President of the College is an ex-officio member of all committees.





## **II. The College**



# The College

## GENERAL PURPOSE AND AIMS

The general purpose of Hinds Junior College is to provide educational services for the people of its geographic area within the legal structure of the comprehensive community college. These services include the teaching and guiding of students who intend to transfer to senior colleges to pursue an academic degree and the teaching and guiding of career-oriented students in academic, technical, and vocational programs. These services also include providing opportunities for continuing education in academic, technical, and vocational curriculums and providing leadership in civic, economic, and cultural growth.

The specific aims of Hinds Junior College are:

1. To provide an environment conducive to serious study where students can learn to listen, to think, to discriminate, to reason, and to communicate effectively
2. To provide an environment where students can develop intellectually, socially, physically, morally, and spiritually
3. To provide leadership in determining and developing aptitudes and abilities of students
4. To provide guidance, counseling, and learning experiences which will enable students to develop economic competency
5. To provide opportunities for continuing education in academic, technical, and vocational courses
6. To provide extra-curricular activities whereby the student can develop leadership potential and social confidence
7. To provide educational experiences whereby students may become effective citizens within the framework of a democratic society
8. To promote positive community relations by providing facilities, professional leadership, and services to meet specific needs.

## HISTORY

Hinds Junior College is an outgrowth of the Hinds County Agricultural High School which opened its doors in the fall of 1917, with an enrollment of 117 and a faculty consisting of eight members. In 1922-23 the first year of college was added with thirty freshman college students enrolled, and the freshman year of high school was discontinued. In the year 1926-27 the second year of college work was added with an enrollment of seventy-four students.

From year to year the attendance has increased until the present enrollment is over 8,000; new, modernly-equipped departments have been added; courses have been made richer and fuller; the faculty has been increased; and the facilities have been made more adequate. The enrollment for the 1973 summer session was 1,657; for the 1973 fall semester, 5,034; and for the 1974 spring semester, 4,602.

During the first year of its existence, the school was admitted to membership in the Southern Association of Colleges and Secondary Schools. In December, 1928, the College Department was admitted to membership in the Southern Association, permitting graduates to enter the leading senior colleges and universities of the South and have their work fully accepted.

During World War II the Mississippi Legislature recognized the necessity of organizing and supporting an additional type of educational training in the public junior colleges of the state. This was essential to meet wartime needs for skilled workers and to prepare for the postwar influx of young men who would need training for jobs requiring specific skills. In 1942 the Legislature passed a law appropriating funds for the public junior colleges to be used exclusively for vocational training. At that time Hinds Junior College organized its Vocational Division. There has been continued upgrading of this division of the college as a result of studies of needs in the local area. The quality of instruction and facilities for training have enjoyed constant improvement. The number and variety of programs offered have also changed and increased in order to keep pace with needs of business and industry.

Since the demand for skilled industrial workers in Mississippi, as well as in other states, is greater at the present time than at any other time in history, the Vocational Division of Hinds Junior College maintains a most important role in the growth of the college and in its training opportunities. As enrollments increase and as business and industry expand, the college must continue to meet its responsibility for training the youth and adults of a highly technical world by constantly reorganizing and upgrading its Vocational Division.

In 1969, in keeping with the theories of progressive education, Hinds Junior College developed the Jackson Branch, a magnificent example of contemporary vocational-technical training. It evolved through the cooperative efforts of the Jackson Chamber of Commerce, the Hinds County Board of Supervisors,

the State Department of Education, the Hinds Junior College Administration and Staff, and the Federal Government.

The Branch is directed toward a comprehensive program of career education and places major emphasis on quality instruction in vocational-technical studies.

In 1974 funds were designated for construction of a vocational-technical training center in Vicksburg.

## THE CAMPUSES, GROUNDS, AND BUILDINGS

Hinds Junior College presently operates on two campuses; one is at Raymond, a small town sixteen miles from Jackson, and one at Jackson, the capitol city.

The Raymond Campus, the original campus, has a campus and grounds totaling approximately 1,000 acres. One hundred beautifully landscaped acres make up the main campus; there are 22 buildings: Academic Building, Administration Building, Agriculture Building, Auditorium Building, Cafeteria Building, Fine Arts Building, Home Economics Building, Library Building, Main Gymnasium Building, Mathematics Building, four residence halls for men (Eastside, Southside, F. M. Greaves, Stadium), four residence halls for women (Main, Northside, Westside, Gertrude Davis), Science Building, Student Union Building, Vocational Building, and Women's Physical Education Building.

One-half mile from the main campus is 35-acre Raymond Lake, surrounded by picturesque grounds for picnics and other recreational activities. Additional acreage is in farmland, pastures, woodlands, and the John Bell Williams Airport. Farmland is used as a laboratory for experimental and practical work in all phases of agricultural training offered by the college.

The Jackson Campus began operation in the fall of 1969. Located in northwest Jackson, the single-unit Jackson Branch, situated on thirty-one acres of scenic woodlands, is easily accessible to all points in the city. The building includes 73,000 square feet of usable floor space and houses various types of highly complex equipment valued in excess of \$500,000. Designed in the modern tradition to create an effective teaching and studying atmosphere, lecture rooms and laboratories are equipped with the most modern furniture and training aids available.





### **III. The Students**



# Admissions

## ADMISSION REQUIREMENTS

### BEGINNING FRESHMEN

To be considered for admission to the college, a prospective student must fulfill the following:

For Academic and Technical Programs

1. File an Application for Admission in the Office of Admissions and Records,
2. File American College Test standard scores in the Office of Admissions and Records, and
3. File an official transcript from an accredited high school showing graduation date,

or

File satisfactory scores on the General Educational Development Test,

or

File an official transcript from an accredited high school showing completion of fifteen (15) high school units and a standard score of eighteen (18) on the American College Test at the first writing on a national test date.

For Vocational Programs

1. File an Application for Admission in the Office of Admissions and Records,
2. File an official transcript in the Office of Admissions and Records,
3. Have attained the age of sixteen (16) years upon entrance or have attained the age of eighteen (18) upon completion of a training program.

### RETURNING STUDENTS

A former Hinds Junior College student not in attendance the semester prior to the one to which he seeks admission or one who has withdrawn during the semester must file an Application for Readmission in the Office of Admissions and Records.

### TRANSFER STUDENTS

To be eligible for admission to Hinds Junior College, a transfer student must fulfill the following:

1. File an Application for Admission in the Office of Admissions and Records,
2. File an official transcript from the college last attended, and
3. Be eligible for immediate re-admission to the college last attended.

A transfer student will enter Hinds Junior College under the same conditions as he would the college last attended.

All transfer students should have their transcript evaluated in the Office of Admissions and Records prior to advance registration.

## TRANSIENT STUDENTS

Transfer students who wish to attend one or both summer sessions at Hinds Junior College and then re-enter the college last attended the next regular session may do so by completing the following:

1. File an Application for Admission in the Office of Admissions and Records,
2. File an official transcript or letter of good standing in the Office of Admissions and Records.

Should a transient student choose to re-enter Hinds the semester after his summer enrollment, he must file an official transcript in the Office of Admissions and Records.

## ADMISSIONS APPROVAL

Upon the completion of admissions requirements, prospective students will be notified of their admissions status and given information concerning guidance tests and advanced registration procedures. Admission approvals are of two types:

1. Regular - - Indicates that a student has fulfilled satisfactorily all admission requirements.
2. Conditional - - Indicates that part of the prospective student's admission requirements have not been completed and that he has been admitted pending receipt of the necessary information. Failure to clear admissions deficiencies may result in the termination of a student's enrollment.

## DECLARATION OF COLLEGE MAJOR FIELD OF STUDY

Each student attending Hinds Junior College will indicate his or her "intended" major field of study on the initial application for admission form. In addition, students will make a formal declaration of their college major during the advance registration process by completing the necessary form in the Counseling Department.

If the student has not decided upon a major field of study, he or she should write "general program" in the appropriate spaces.

## CHANGE OF COLLEGE MAJOR

Students who wish to change their college major after their formal declaration should come to the Counseling Office in Room 104 of the Administration Building and complete the proper "change of college major form." There are no limits to the number of changes a student may want to effect but the correct procedure must be followed in each instance of change.



# Expenses

## ENTRANCE FEE

Students registering for classes at the Jackson Branch or the Main Campus in Raymond will pay entrance tuition and fees according to the following schedule:

Academic Students	
Twelve or more semester hours	\$100.00 per semester
Less than twelve semester hours	14.00 per semester hour
Technical Students	
Twelve or more semester hours	100.00 per semester
Less than twelve semester hours	8.00 per semester hour
Vocational Students	
¾ and full time	100.00 per semester
½ time	50.00 per semester
Special (less than 6 clock hours per week)	10.00 per semester

Entrance tuition and fees must be paid when the student registers at the beginning of the semester. Payment is a part of registration and failure to complete this step will void the entire registration procedure for the individual.

## OTHER FEES

**Late Registration Fee.** A late fee of \$15.00 will be charged any student who fails to register according to the schedule for registration. An incomplete registration constitutes a late registration.

**Physical Education Fee.** Each male student who enrolls in physical education will pay a \$3.00 physical education fee which entitles the student to use a gym suit required for physical education classes.

**Graduation Fee.** A graduation fee of \$10.00 is paid by each student who qualifies for and is awarded a diploma.

## NON-RESIDENT TUITION

All students whose parents reside in Mississippi, but do not reside in Claiborne, Hinds, Rankin or Warren Counties, will, in addition to the \$100.00 entrance fee, pay an out-of-district tuition fee of \$45.00 per semester, payable by the semester, in advance. In addition to the \$100.00 entrance fee, all students whose parents do not reside in the State of Mississippi will pay an out-of-state tuition fee of \$250.00 per semester, payable by the semester, in advance.

## ROOM AND BOARD

Students requesting residence hall accommodations may select one of two plans. The selection should be made in advance. Applicants should be prepared to pay for room and board according to the schedule outlined below.

Students requesting hall accommodations may select either airconditioned or non-airconditioned housing. A five-day meal ticket is supplied the student.

The five-day period begins Monday morning and ends Friday evening of each week. Applicants should be prepared to pay for room and board according to the schedule outlined below.

#### SCHEDULE OF PAYMENTS

CALENDAR PAY PERIOD	AMOUNT	
	Non-Airconditioned Residence Halls	Airconditioned Residence Halls
August 19, 1974 (Includes \$100 Entrance Fee)	\$230.00	\$250.00
September 30, 1974	60.00	60.00
November 11, 1974	60.00	60.00
TOTAL - FIRST SEMESTER	\$350.00	\$370.00
January 9, 1975 (Includes \$100 Entrance Fee)	\$230.00	\$250.00
February 24, 1975	60.00	60.00
April 7, 1975	60.00	60.00
TOTAL - SECOND SEMESTER	\$350.00	\$370.00
TOTAL — 1974 - 75	<u>\$700.00</u>	<u>\$ 740.00</u>

NOTE: A seven-day meal ticket is available. Students requesting a seven-day meal ticket should add \$72.00 per semester to the above schedule. This will increase each payment \$24.00.

A commuting student may purchase a meal ticket for \$30.00 which will entitle him to 30 meals (Monday through Friday.)

Room and board payments do not include books, laundry, and other items of personal expense. They do not include the room deposit required of all students living in campus residence halls. (See page 45)

#### PAYMENT BY CHECK

No personal checks on out-of-state students will be accepted at the Business Office or the Campus Bookstore during registration week. Cashier's checks, money orders, American Express Travelers checks, or similar negotiable instruments may be accepted in lieu of cash.

#### BOOKS AND OTHER EXPENSES

The cost of books is dependent upon the course that a student takes and whether or not he is able to secure secondhand books. New and used textbooks are sold in the Campus Bookstore. At the end of each session, students may resell to the Campus Bookstore textbooks usable again the next session.

Students enrolled in some specialized curriculums are required to purchase uniforms.

## **REFUND POLICIES**

### **TUITION AND FEES**

A matriculation fee of \$10.00 charged all full time students as a part of the entrance fee is non-refundable.

Full time academic and technical day students enrolled for one week or less will be refunded 75% of \$90.00; students enrolled longer than one week will receive no refund. Part time academic day students, part time technical day students, all evening academic and technical students enrolled for one week or less will be refunded 75% of the listed rate; students enrolled longer than one week will receive no refund.

The refund policy for all full-time vocational students, including veterans, is at the rate of \$5.00 per week for each week during the semester that the student is officially out of school. Half-time vocational students, including veterans, will be refunded at the rate of \$2.25 per week for each week during the semester that the student is officially out of school.

Out-of-district and out-of-state tuition, payable by the semester in advance, is refunded as follows:

students enrolled one week or less will be refunded 75% of the listed rate;  
students enrolled longer than one week receive no refund.

All applications for refunds must be submitted in writing to the business office immediately upon withdrawal from school.

### **ROOM AND BOARD**

If a residence hall resident officially withdraws from the residence hall within the first two weeks of a semester and he has paid his semester room fee, he will be refunded 75% of this payment. If he withdraws after the first two weeks, the semester room fee is forfeited. Students withdrawing from the residence hall during a semester may be refunded all full weeks remaining in the meal ticket period, provided the meal ticket is surrendered to the Business Office when the student withdraws.

No deduction can be made for board for an absence of less than two weeks in succession, and then only when the student presents to the Business Office, the first day of his return, a statement approved by the Dean of Women or Dean of Men, specifying the period of his absence.

# Academic Regulations

## GRADES

### GRADING SYSTEM

Academic and technical courses are graded according to the following system:

#### 1. Used in Quality Point Average Computation

Grade	Interpretation	Quality Point	Value/Sem. Hr.
A	Excellent		4
B	Good		3
C	Average		2
D	Poor		1
F	Failure		0
I	Incomplete		0

#### 2. Not used in Quality Point Average Computation

AU	Audit
IP	In Progress
W	Withdrawal From Course

Continuing education and vocational courses are graded according to the following system:

Grade	Interpretation	*Credit
A	Excellent	
B	Good	
C	Average	
D	Poor	
F	Failure	
IP	In Progress	
W	Withdrawal From Course	

- \* Credit — Students in continuing education courses receive one Continuing Education unit for each ten (10) clock hours that the course is designed to run.
- Vocational courses receive clock hours credit.
  - Continuing education units and vocational clock hours credit cannot be converted to semester hours credit and are not used to determine a student's quality point average.

Final grades are mailed at the end of each semester. Deficiency reports will be issued at the end of the mid-semester for students who are making unsatisfactory progress (D or F).

Grades may be withheld by the college for the following reasons: unpaid fees or fines, unreturned library books or audio-visual materials, incomplete admission records, or disciplinary actions.

## "I": INCOMPLETE GRADES

An incomplete grade (I) is assigned a student if, due to personal illness or other emergencies, he is unable to complete his required course work by the end of the semester. It is the student's responsibility to notify his instructor of his situation. The student must arrange with his instructor a method for completing his course requirements by the end of the ninth (9th) week of the succeeding fall or spring semester. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent.

It should be noted that an (I) incomplete grade has the same effect on a student's quality point average as a (F) failing grade has.

## "IP": IN-PROGRESS GRADES FOR COURSES CARRYING SEMESTER HOURS CREDIT

An in-progress grade (IP) is assigned to a student who is in an independent study course and who does not complete his course requirements before the end of the semester. A student who is assigned an IP grade at the end of a semester must complete his course work during the following semester (excluding summer school) or he must withdraw from the course and receive a "W."

## QUALITY POINT AVERAGE

A quality point average is determined by dividing the total number of quality points earned by the total semester hours attempted. For example:

ENG	1113	3	Sem.	Hr	Credit	Grade A	(4 points)	=	12
MAT	1313	3	Sem.	Hr	Credit	Grade B	(3 points)	=	9
HIS	1113	3	Sem.	Hr	Credit	Grade C	(2 points)	=	6
BIO	1514	4	Sem.	Hr	Credit	Grade B	(3 points)	=	12
HPR	1111	<u>1</u>	Sem.	Hr	Credit	Grade B	(3 points)	=	<u>3</u>

Sem. Hr. Attpt. = 14

Total Quality Points = 42

Divide 42 quality points by 14 semester hours attempted = 3.0 quality point average.

A student may repeat a course already completed and in which credit has been earned in order to better the quality of his work. In computing scholastic averages in these cases, all attempts will be considered.

A minimum quality point average of 2.0 on ALL HOURS ATTEMPTED is required of students receiving diplomas from Hinds Junior College. An exception to the requirement of 2.0 on all hours attempted for the receiving of a diploma may be made in cases where a student takes semester hours in excess of those necessary for the receiving of his degree. A student in this category has the privilege of specifying the credit which he wishes to use in order to fulfill the requirements for the degree he is seeking. The total number of quality points necessary, in this case, must not be less than twice the total number of semester hours specified — a minimum of 2.0 overall average on the elected courses.



## FINAL EXAMINATIONS

All students are required to take examinations at the time designated on the final examination schedule. A student who is absent from a final examination and who has made no report of personal illness or other emergencies to his instructor will not be permitted to take the examination at a later date. A student who reports an emergency to his instructor before his scheduled examination will be given a grade of "I" (Incomplete). The incomplete work must be completed before the end of the ninth week of the succeeding fall or spring semester. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent.

## WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw from all classes for any reason during a semester must fill out a Verification of Withdrawal from Hinds Junior College form in the Office of Student Services. If the student does not officially withdraw by this procedure, he may receive an "F" in all the classes in which he is enrolled. No student will be allowed to officially withdraw from school after the dates given on the academic calendar in the front of this catalog.

## DROPPING A COURSE

If a student wishes to drop a course, he must have a counselor fill out a Change of Schedule Form in the Office of Student Services. The drop form is not official until the student secures the instructor's signature and returns the drop form to the counselor. No student will be allowed to officially drop a class after the dates given on the academic calendar in the front of this catalog.

## AUDITING A COURSE

A student who wishes to take a credit course for no credit must first register for the course and pay the regular fee. He may then change to "Audit" by going to the office of Admissions and Records prior to the first meeting of the class and having his class admit card "Officially" changed to indicate audit credit.

The audit student will receive no credit, no grade, no quality point and may not change the course from audit back to credit. The student may in succeeding semesters take any course for credit which he has previously audited. Audit courses will be reflected on the student's permanent record as "AU" (Audit).

The auditing of a course should not be confused with repeating a course to raise a grade.

## TOTAL SEMESTER HOURS

The total number of semester hours for a student in good standing during a regular semester is five academic courses or a total of from 15 to 17 semester hours of college credit. The recommended number for a student on academic probation is a maximum of 14 semester hours. The minimum number for a full-time student is 12 semester hours. Students taking less than 12 semester hours are classified as "Part-Time" students.

It is recommended that students who are engaged in outside employment in addition to attending Hinds Junior College give careful consideration to a reduced number of hours.

## **CLASSIFICATION OF STUDENTS WHO RECEIVE SEMESTER HOURS CREDIT**

Classification of students who receive semester hours credit at Hinds Junior College is as follows:

**Freshman** — a student who has earned fewer than 27 semester hours of college credit

**Sophomore** — a student who has earned 27 or more semester hours of college credit

**Part-time student** — a student who is enrolled in less than 12 semester hours of work in a given semester

## **HONOR STUDENTS**

At the end of each semester the names of honor students are published. Names of students receiving a quality point average of 3.6 or above are placed on a "Special Honors" list; those with 3.2 - 3.5 are placed on an "Honors" list.

Students graduating from Hinds Junior College with a quality point average of 3.6 or above are graduated with "Special Honors." Students graduating with a quality point average of 3.2 - 3.5 are graduated with "Honors." The quality point average is determined by dividing the total number of quality points by the total semester hours of work attempted (hours transferred as well as hours earned at Hinds Junior College.)

## **ACADEMIC PROBATION AND SUSPENSION**

At the end of any given semester a student who has failed to progress in his field of work may be placed on academic probation or asked to withdraw from Hinds Junior College. Probationary status is designed to warn the student of his scholarship deficiency and to attempt to help him improve by making suggestions which should result in better college achievement. Academic discipline is designed to impress upon the student that colleges, at the present time, are extremely crowded and that priority **MUST BE** given the student who can and will satisfactorily pursue his college program.

A regularly enrolled student who fails to achieve a quality point average of at least 1.5 on the work attempted and who fails to earn a minimum of nine semester hours at the end of a given semester will be placed on probation for the succeeding semester. A student who does not achieve a quality point average of 1.5 and earn a minimum of 9 semester hours at the end of his probationary semester will be ineligible for re-admission to Hinds Junior College until the lapse of one semester. A regularly enrolled Hinds Junior College student on academic suspension who wishes to change from a transfer college program of studies to one of the terminal programs offered in Hinds Junior College may petition the Academic Dean for immediate readmission.

If a student on Academic Probation at another college is approved for transfer to Hinds Junior College, he will be entered on Academic Probation. Students other than those on Probation may be admitted only on Probation if their prior college record falls below a certain academic achievement. Recommended loads for students on Academic Probation will be a maximum of 14 semester hours or 4 courses excluding physical education for the first regular semester of attendance.

## PROBATION

A student can be placed on probation for disciplinary reasons and by showing unsatisfactory progress in the subject area.

A student having served an Academic Suspension period from any college, if approved for Admission to Hinds Junior College, will be admitted on Academic Probation; and his recommended hours will be a maximum of 14 semester hours for his first regular semester of attendance.

## ABSENCES

Each student is expected to attend class. Beginning with the first class meeting, the instructor will check the roll during each class period and cumulative absences will be recorded as a permanent part of each student's record.

Each instructor bears the sole responsibility for the determination of whether a student's absence is excused or unexcused, and he may use whatever criteria he desires in making this determination. The instructor is also entirely responsible for issuing to students warnings about the consequence of their absences as he deems appropriate.

Whenever a student's total unexcused absences equal twice the number of class meetings per week, the instructor will notify the Academic Dean and the Academic Dean will drop the student from the class with a "W."

## DEGREES AND CERTIFICATES

Hinds Junior College grants two Associate Degrees — the Associate in Arts and the Associate in Applied Science — and one Certificate of Completion.

### REQUIREMENTS FOR DEGREES

**ASSOCIATE IN ARTS DEGREE.** Conferred on students who complete requirements for graduation in various arts and science programs, the pre-professional programs, and programs designed for transfer from Hinds Junior College to senior colleges and universities.

**ASSOCIATE IN APPLIED SCIENCE DEGREE.** Conferred on students who complete requirements for graduation in the various two-year technical programs or any of the applied science fields offered at Hinds Junior College.

A student may meet the requirements for graduation by complying with any one of the following:

1. Select a specialized field of study and follow the curriculum which is outlined for it and carried under PROGRAMS OF STUDY beginning on page 63 of this catalog.
2. Follow the General Program requirements for the Associate in Arts Degree which are given on page 80 of this catalog.
3. Follow the general requirements for the Associate in Applied Science Degree which are given on page 81 of this catalog.
4. Comply with the catalog requirements of the first two years of the four-year accredited college or university to which the student specified (at the beginning of the semester preceding graduation) he will transfer.

### **APPLICATION FOR GRADUATION, DEGREES AND CERTIFICATES**

Any student wishing to apply for a diploma and for one of the degrees conferred by Hinds Junior College must make formal application for the specific degree he intends to receive. Appropriate application forms are provided for this purpose in the Office of Admissions and Records. No student will be graduated and a degree awarded until all of the requirements for the degree for which he has applied have been met.

A student may be graduated under the requirements of the published catalog for the current session or under the graduation requirements of the published catalog for the year in which he entered Hinds Junior College. Requirements, however, may not be divided between the two.

The graduation fee of \$10.00 covers the cost of diploma, cap, gown, and standard junior college academic hood.

### **RESIDENCY REQUIREMENTS**

Transfer students must complete their last twelve (12) semester hours in residence in order to receive a diploma from Hinds Junior College.

### **EXEMPTION FROM FINAL EXAMINATIONS**

A graduating sophomore who is actually taking a diploma is eligible for exemption from the final examination in a subject in which a grade of "B" or better is achieved during the semester preceding graduation.

### **TRANSCRIPTS**

Any student who has fulfilled his financial obligations to the college will be furnished two transcripts of his credits without charge. A fee of one dollar (\$1.00) will be charged for each additional copy.



# **Counseling and Guidance Services**

## **STUDENT COUNSELING SERVICES**

The main office of the Counseling Department is located in Room 104 of the Administration Building. Additional offices are maintained in Room 104 of the Vocational-Technical Complex on the Raymond Campus and Room 104 of the Jackson Campus.

The Counseling Department provides many services without additional cost. Students find that a visit to the Counseling Department is often helpful in solving the difficulties that arise in college life. Counselors are ready to help the student to select a major field of study, decide upon a vocation, or discuss personal and social adjustment problems. All counseling discussions are held in strict confidence by the counseling staff.

It is necessary for every beginning student to have a counseling interview before registration for the purpose of interpreting academic placement tests and scheduling classes for the student's first semester at Hinds Junior College. The opportunity to make an appointment will be extended on the day students take the Academic Placement Test.

## **ORIENTATION**

The Counseling Department provides orientation sessions at the beginning of each semester, preceding fee payment, for all new freshmen and transfer students. The orientation periods are designed to familiarize new students with administrative officers and their functions, academic rules and regulations, and registration procedures.

Students will be notified of orientation dates, times, and places during their required advance registration interview with a member of the counseling staff, prior to the beginning of the semester.

## **TESTING**

One of the services offered by the Counseling Office is the administering of standardized tests. Many types of tests are available to measure aptitude, achievement, intelligence, interest, personality, and reading ability. These tests are available to any student upon request to a member of the counseling department. The results of all such tests are confidential and are to be used solely by the student and his counselor. Of special interest to the general program student should be the interest inventory which is designed to show a profile of the student's interest patterns. These inventories are especially beneficial to those students who are undecided about a college major.

Counselors also administer academic placement tests which are required of all freshmen entering Hinds for the first time. These tests help assess academic potential for college work and also help the counselor select the specific courses that will best suit the student's capabilities.



### Appointment For Guidance Tests

Each student is required to complete a series of Guidance Tests prior to enrollment in Hinds Junior College. Test appointments are as follows:

Place: Room 165  
Fine Arts Building  
Hinds Junior College  
Raymond, Ms. 39154

Day	Date	Time	Students whose name begins with:
*Saturday	May 18	9 a.m.	A—Z
*Saturday	May 25	9 a.m.	A—Z
Friday	June 7	8:45 a.m.	A—B
Friday	June 14	8:45 a.m.	C—D
Friday	June 21	8:45 a.m.	E—G
Friday	June 28	8:45 a.m.	H—K
Friday	July 12	8:45 a.m.	L—M
Friday	July 19	8:45 a.m.	N—P
Friday	July 26	8:45 a.m.	Q—S
Friday	August 2	8:45 a.m.	T—U
Friday	August 9	8:45 a.m.	V—Z

\*Summer School Students MUST take Guidance Tests on either of these dates. Fall Semester Students MAY take Guidance Tests on these dates.

#### RESIDUAL ACT

January 19, 1974  
September 7, 1974

Students who choose to complete guidance tests in May or who miss the other regularly scheduled tests should contact:

Supervisor of Testing  
Hinds Junior College  
Raymond, Ms 39154  
857-5261

CHANGE OF MAJOR (See p. 32.)

DECLARATION OF COLLEGE MAJOR (See p. 32.)

DROPPING A COURSE (See p. 38.)

WITHDRAWING FROM SCHOOL (See p. 38.)

### THE COOPERATIVE EDUCATION PROGRAM

Through the Cooperative Education Program a student may combine college classwork with practical work experience which is in or closely related to the student's field of study. A Coordinator of Cooperative Education supervises the program.

### FINANCIAL AIDS

The Office of Financial Aid attempts to provide funds to all students who can demonstrate financial need in order that no one should be denied a higher educa-

tion for purely economic reasons. The College administers a full program of financial aids including scholarships, grants, loans, and part-time work, depending on the students' needs and qualifications.

As the basis for determining the financial need of students, the College requires that a student complete the American College Test (ACT) Family Financial Statement for processing and eventual receipt by the College. This form may be obtained from high school counseling offices or by writing: Director of Financial Aids, Office of Student Affairs, Hinds Junior College, Raymond, Mississippi 39154. In addition, a HJC application form must be completed and can be obtained at the above address.

**Basic Educational Opportunity Grant.** These non-repayable grants are awarded only to students who show exceptional financial need and would not, except for a grant, be able to enroll in the College. The Grant may not exceed 50 percent of a student's financial need as estimated by the Director of Financial Aids.

**College-Work Study Program.** This program provides employment on a part-time basis for students who can demonstrate financial need. Students can work a maximum of 15 hours per week on campus at the rate of \$1.60 per hour, depending on the degree of their need and the availability of work and funds.

**Law Enforcement Education Program.** This program is for the upgrading of law officers in all categories. In-service personnel may receive a grant; pre-service personnel may receive a loan. For further information check with the Office of Financial Aid.

**Federally Insured Loan.** Students may borrow up to \$1,500.00 per academic year from a bank, savings and loan association, credit union, etc. The Director of Financial Aids must sign the loan application. The loan is granted at the option of the lending agency. Repayment normally begins nine to twelve months after the student leaves or completes college.

**Hinds Junior College Work Program.** Students may obtain part-time employment on campus in skilled and non-skilled jobs. Students may work a maximum of fifteen hours per week in various departments of the College campus. Consideration is given to students' skills, experiences, academic achievements, and financial needs. Application should be made to the Director of Financial Aids.

## JOB PLACEMENT

Through the Coordinator of Cooperative Education, the College offers assistance to students and alumni in finding suitable employment in the surrounding area. In addition, every effort is made to assist graduating students and others who are ending their course work find full-time employment. The bulletin board outside the Office of Student Affairs contains notices of various jobs available in the Jackson-Vicksburg area needing employees. Counselors in the Vocational-Technical Division coordinate employment opportunities in the various industries.

The student is responsible for securing placement services, which are free of charge.

## VETERAN'S AFFAIRS

The Director of Veteran Affairs is available to assist all veterans, war orphans, disabled veterans, and widows of veterans in making application for G. I. Benefits. Hinds Junior College works closely with the Veterans Administration in providing an effective training program for veterans. All academic, technical, and vocational courses are open to students in one of the above categories, and every effort is made to facilitate their admission under all training programs. Veterans may initiate programs in the Director's Office at Hinds. Orphans, children, and wives must initiate programs at the Veterans Administration.

Educational work done by veterans while in active service is evaluated and credit given when possible. The recommendation of the American Council on Education in their handbook, **GUIDE TO THE EVALUATION OF EDUCATION EXPERIENCES IN THE ARMED SERVICES**, is used as a guide for the evaluation of all military credit.

## Housing

Hinds Junior College provides comfortable, safe, and healthful housing accommodations for students desiring to live on campus. Accommodations for 421 men students and 554 women students are available for rent each semester. A security deposit of \$10.00 per student is required.

The application for campus housing should be completed and returned with the \$10.00 deposit together with the application for admission to the Office of Admissions. Admission to the College does not guarantee a student the reservation of a room on campus. Cancellations by students of assigned rooms must be received by the College at least twenty working days before the first day of school for a refund of the \$10.00 deposit to be made. In order for students to live in campus residence halls, they must be initially enrolled for a minimum of twelve hours of credit. Students desiring private telephones in their rooms may arrange for this service with South Central Bell Telephone Company in Jackson by calling 948-1556.

## DORMITORIES

All dormitories are furnished with ample closet space, venetian blinds, desks, chairs, chests of drawers, and single beds with innerspring mattresses and mattress covers.

All dormitories for women students have inter-communication systems; a laundry equipped with washing, drying, and ironing facilities; sun decks; and telephone booths.

All unmarried women students, other than those residing with their parents, are required to live in residence on campus. Exceptions to this rule must be approved by the Dean of Women.

### **DORMITORIES FOR WOMEN ARE:**

**MAIN:** A two-story brick building housing 107 freshman and sophomore women students and three staff members. Each bedroom opens onto a corridor and accommodates two students. There is a central tiled bath on each wing and a lavatory in each bedroom.

The spacious lobby provides a formal area for entertaining guests and a large game and activities area furnished with a piano and a TV set. Across the front of this building extends a long white-columned veranda.

**NORTHSIDE:** A two-story brick building housing 91 freshman and sophomore women students and three staff members. The building has porches, the length of the building, enclosed with solar screens of ceramic tile.

Rooms are arranged in four-bedroom suites, each complete with a foyer, large fan, ceramic-tiled bath, spacious cabinets and closets, circulating hot water heating, and fluorescent lights.

The lounge is located at the central entrance and is furnished with a piano, TV set, and modern furniture.

**WESTSIDE:** A two-story brick, L-shaped building housing 104 freshman and sophomore women students and three staff members. Each of the twenty-six suites has two bedrooms with connecting bath, accommodating four students. Corridors and the lounge (furnished with modern furniture, a piano, and a TV set) are carpeted.

**GERTRUDE DAVIS:** A five-story building, completed in 1970, housing 252 freshman and sophomore students, five student assistants, and a head resident. It is air-conditioned and each floor has a combination kitchenette and lounge overlooking a court which provides natural light to all five floors. Corridors and lounges are carpeted. Tiled baths are located on each floor.

Bedrooms accommodate two students each and are furnished with draperies and built-in furniture.

### **DORMITORIES FOR MEN ARE:**

**EASTSIDE:** A nine-suite, air-conditioned facility housing 140 men students. Each room is equipped with built-in beds, desks, closets, and book shelves.

**SOUTHSIDE:** A residence hall, housing 65 students, arranged in four-bedroom units, each complete with a small foyer, large fan, ceramic-tiled bath, spacious cabinets and closets, circulating hot water heating, and fluorescent lights. Rooms have venetian blinds, built-in study tables, book shelves, cabinets, and closets.

**GREAVES:** An air-conditioned facility for 188 men students. Each room is furnished with built-in furniture which includes beds, desks, book shelves, and storage facilities.



# **Learning Resources Service**

Learning Resources Service personnel:

Riggs, Childress, Conklin, Goodwin, Hutchinson, Israel, Magers, Margolis, Perritt, Sellers, Wall.

At Hinds Junior College the library functions as a learning resources center. As such, it is a vital part of the educational program of the college. The services offered include those associated with both the traditional book-oriented library and the comparatively new multi-media concept.

The library collection contains approximately 45,000 volumes of books and bound periodicals and hundreds of pamphlets and clippings. Around 450 periodicals and newspapers are regularly received. A growing collection of non-book materials, such as audio and video tapes, phonorecords, microform, slides, film loops, filmstrips, and transparencies, is available for student and faculty use. Selected with academic and leisure needs in view, these materials vary in type from the recreational to the professional and technical and cover a wide range of interests.

A dial access system for retrieving the audio and video tape programs is available in the Educational Media Laboratory. This equipment and conventional and audiovisual equipment may be used on an individual basis as well as for classes. Programs originating in the Educational Media Laboratory can be accessed and controlled remotely in the Science Building, the Fine Arts Building, and the Academic Building, with further expansion of the system contemplated.

## **Campus Services and Service Facilities**

### **BARBER SHOP**

The barber shop is located in the Vocational-Technical Building. Hours are from 8:00 a.m. to 8:00 p.m. Monday through Friday.

### **BOOK STORE**

The College Bookstore is located on the first floor of the Student Union Building. Available for purchase are textbooks, school supplies, personal necessities, and gifts. Hours are from 7:30 a.m. to 4:00 p.m. and Monday and Thursday evenings from 6:00 p.m. to 8:00 p.m. Students should present their ID cards to cash checks and to sell textbooks.

### **BUSINESS OFFICE**

In order to accommodate students and employees, checks for not more than \$15 may be cashed at the windows of the Business Office. Hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday.



## CAFETERIA

The College cafeteria serves three meals each day, except Saturday and Sunday, when classes are in session. Meal hours are as follows:

Monday - Friday		Weekend and Holidays	
Breakfast	7:00 - 7:45 a.m.	Breakfast	7:00 - 7:30 a.m.
Lunch	11:00 - 1:00 p.m.	Lunch	12:00 - 12:30 p.m.
Supper	4:30 - 5:30 p.m.	Supper	5:00 - 5:30 p.m.

A student must present his meal ticket at each meal or pay cash for the meal. A meal ticket can only be used by the person whose name appears on it. It is not transferrable.

## CONCESSIONS

All concessions operated on either the Hinds Junior College campus at Raymond or on branch campuses of the college are controlled by the Office of Student Affairs. Application forms for requesting a permit to operate a concession are obtainable on request to the Dean of Student Affairs.

## GRILL

Known as the "Eagle's Nest," the grill is located on the second floor of the Student Union Building. The grill features a self-service counter for fountain drinks, ice cream, and sandwiches. In addition candy, cigarettes, and other sundries are available.

## HEALTH SERVICES

Students in need of medical services are referred to the Raymond Clinic for the services of a physician. In addition, ambulance service is provided on a 24 hour basis for all emergencies. In addition, an insurance policy is offered to students on a voluntary basis for nine-month or year-round accident protection.

Any request for special consideration for personal health reasons should be stated in writing and attached to the health form and returned with the application for admission.

## ID CARD

An I D card is issued to each full-time student as a step in his registration procedure. No charge is made for this card. An I D card serves the student in many ways and should be in his possession at all times. Some of the more important functions of the I D card are:

1. Admission to on-campus college-sponsored activities
2. Admission to and use of the library
3. Admission to the Student Union Building
4. Identification at Business Office, Campus Bookstore, and Campus Police Office

## LAUNDRY

The college does not operate a general laundry, but modern washing machines and dryers are located in all of the women's residence halls and in most of the men's residence halls. They are coin operated. Ironing facilities are also located in the women's residence halls.

## LOST AND FOUND

The College Police Department maintains a lost and found service. An item which is lost or found should be reported to this office.

## CAMPUS POLICE DEPARTMENT

The Hinds Junior College Campus Police Department is a full service police organization directly responsible to serving the needs of the College community, their philosophy being "To Serve and To Protect."

Although a primary responsibility is that of traffic control, the campus police department is prepared to meet any emergency. Each officer is qualified to provide emergency first-aid assistance to the injured. Each officer is prepared and qualified to offer the necessary service for the protection of personal and college property and for the enforcement of state laws and college regulations.

## HINDS JUNIOR COLLEGE MOTOR VEHICLE RULES AND REGULATIONS

### MOTOR VEHICLE REGISTRATION REGULATIONS:

1. All faculty, staff, and students wishing to operate or park a motor vehicle on the Hinds Junior College campus, grounds, or roads must register said motor vehicle with the Campus Police Department within forty-eight (48) hours of first bringing said motor vehicle on Hinds Junior College property.
  - 1.1 Students shall register their vehicles at the regular class registration and zoning decal will be issued.
  - 1.2 Automobile decals shall be affixed to the front windshield lower right hand corner (passenger side).
  - 1.3 All decals expire August 31, 1974.
  - 1.4 A temporary motor vehicle registration permit may be obtained for a two (2) week period without charge. Individuals are allowed only one (1) such permit per semester.
  - 1.5 If a student, faculty, or staff member loses the decal issued to him, he will be required to re-register his motor vehicle and pay the full fee.
  - 1.6 When the owner of a registered motor vehicle sells or trades said vehicle, he is responsible for removing the decal and registering the new vehicle.
  - 1.7 Any time a replacement decal is required the original decal must be returned or the fee will be the same as for a new decal.

## REGISTRATION FEE FOR MOTOR VEHICLES:

2. The registration fee for each motor vehicle is as follows:

First Semester . . . . .	\$ 3.00
Second Semester . . . . .	\$ 3.00
Summer Semester . . . . .	\$ 2.00

## MOTOR VEHICLE REGISTRATION (ZONING):

3. The campus area is zoned into four different parking areas, with the hours of restriction being from 7:30 a.m. until 10:30 p.m. to eliminate intracampus use of motor vehicles. The decals that are issued for motor vehicle registration clearly indicate the areas open to individual drivers during the restrictive hours in the following manner:

- S — restricted to faculty and staff parking areas
- C — restricted to commuter parking areas
- W — restricted to women's residence hall parking areas
- M — restricted to men's residence hall parking areas

4. Falsification of information listed on the "Vehicle Registration" card will result in disciplinary action.

HINDS JUNIOR COLLEGE RESERVES THE RIGHT TO REGULATE THE USE OF ANY MOTOR VEHICLE ON THE CAMPUS, LAKE AND GOLF COURSE AREAS, AND ANY AND ALL OTHER LANDS OWNED OR CONTROLLED BY THE COLLEGE; AND TO FORBID THE USE OF ANY MOTOR VEHICLE BY ANY PERSON WHOSE CONDUCT IN ANY WAY SHOWS THAT HE IS NOT COOPERATING WITH THE COLLEGE REGULATIONS.

## MOTOR VEHICLE PARKING REGULATIONS:

1. Hinds Junior College reserves the right to remove, impound or immobilize any illegally parked or abandoned vehicle, or any vehicle found on campus without a decal, with an unauthorized or altered decal, with no license plate, or parked in such a way as to constitute a serious hazard to vehicular or pedestrian traffic or the movement and operation of emergency equipment. The registered owner shall be responsible for costs involved in removing, impounding, immobilization, and/or storing of such vehicle. HINDS JUNIOR COLLEGE SHALL NOT BE LIABLE IN ANY MANNER WHAT SO EVER FOR ANY DAMAGE TO SUCH VEHICLE OCCURRING DURING REMOVAL, IMPOUNDMENT, OR IMMOBILIZATION THEREOF.
2. The responsibility for finding legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of parking regulations.
3. The registered owner of a parked motor vehicle, regardless of who was driving, is at all times responsible for that motor vehicle.
4. No person unless otherwise authorized by the Chief of Campus Police shall park any motor vehicle on the Hinds Junior College campus, grounds, or roads:

- 4.1 On or adjacent to any yellow or red curb;
  - 4.2 On any sidewalk;
  - 4.3 On any lawn or grassed area;
  - 4.4 In any driveway;
  - 4.5 In any loading zone;
  - 4.6 In any "no parking" zone;
  - 4.7 In a manner that obstructs traffic;
  - 4.8 In a double or multiple manner;
  - 4.9 In a manner that obstructs any sidewalk;
  - 4.10 Blocking a fire hydrant;
  - 4.11 In any place not designated by lines or signs as a parking area;
  - 4.12 In any area of the campus which has been closed off by the use of barricades, signs, yellow lines or other traffic control devices.
5. The Chief of Campus Police may, however, upon special occasions or under unusual circumstances order or permit vehicles to be parked in places or areas not customarily used for parking.
  6. The privilege of a visitor to park on campus shall not be confined to those spaces specifically reserved for such parking by signs, but shall extend to any commuter or faculty parking space. **THIS DOES NOT, HOWEVER, IN ANY WAY RELIEVE THE VISITOR FROM OBEYING ALL OTHER PARKING REGULATIONS.**
  7. Persons with serious physical handicaps may be given special parking consideration upon making application for same with the Chief of Campus Police.
  8. Motor vehicles displaying decals must be parked in assigned parking areas.
  9. Motorcycles, motor scooters, and motorbikes are not to be parked in buildings, near doorways or entrances to buildings, on sidewalks, at places where sidewalks intersect streets, on grassed areas, or at other places where signs indicate parking restrictions.

#### **PARKING VIOLATION PENALTIES:**

1. When a violation of any regulation set forth in the preceeding regulations has been clearly established by waiver, voluntary admission, or by hearing as provided, the violator shall be subjected to an administrative penalty as follows:
  - 1.1 Parking adjacent to any yellow or red curb: \$3.00
  - 1.2 Parking on any sidewalk: \$3.00
  - 1.3 Parking on any lawn or grassed area: \$5.00
  - 1.4 Parking in any driveway: \$3.00
  - 1.5 Parking in any loading zone: \$3.00
  - 1.6 Parking in any "No Parking" zone: \$3.00
  - 1.7 Parking in any manner obstructing traffic: \$5.00
  - 1.8 Parking in a multiple manner: \$5.00



- |      |  |         |
|------|--|---------|
| 1.9  | Parking in a manner obstructing a sidewalk:  | \$ 3.00 |
| 1.10 | Parking in a manner obstructing a fire hydrant:  | \$ 5.00 |
| 1.11 | Parking in any area not designated by lines or signs as parking areas:   | \$ 3.00 |
| 1.12 | Parking in any area which has been closed off by the use of barricades, signs, yellow lines, or other traffic control devices: | \$ 5.00 |
| 1.13 | Failure to display a valid and current registration decal:   | \$ 3.00 |
| 1.14 | Displaying an improper or altered decal:   | \$ 5.00 |
| 1.15 | Parking in a restricted or zoned area:   | \$ 5.00 |
2. Any violation noted against any decal number will be charged to the person to whom it was originally issued.
  3. To display a current valid decal on any vehicle for which it was not issued is strictly prohibited. The owner and/or operator of a vehicle in violation of this section will be subject to disciplinary action by the proper administrative authorities, and the decal shall be returned to the Campus Police Department to be cancelled. There will be no refund or transfer of any decal so used.
  4. Any violator of parking and/or traffic regulations accruing four (4) or more violations in one (1) semester may have his motor vehicle banned from use on the Hinds Junior College campus, grounds, and/or roads for a period of from one (1) to two (2) semesters, not to exceed one full year.
  5. Any person accused of violating any of the preceding regulations shall be entitled to an administrative hearing before the Board of Traffic Appeals. Such person is entitled to receive written notice at least three (3) days prior to the hearing (a traffic ticket issued by the Hinds Junior College Campus Police Department shall be deemed as an official notice of the hearing). The officer witnessing the violation may be required to appear before the board also. The failure of any individual to appear and contest any action against him shall be considered a waiver to his right to a hearing. The findings of the Board shall be final unless a timely appeal from its ruling is made to the President of Hinds Junior College.
  6. Abandoned vehicles will be towed away and disposed of by the Hinds Junior College Campus Police Department. An abandoned vehicle will be defined as any vehicle left unattended on the Hinds Junior College campus, grounds, and/or roads for a period of at least three (3) months. Hinds Junior College and/or its agents shall not be liable in any manner what so ever for any damage to such vehicle occurring during removal or impoundment.

#### MOVING VIOLATIONS:

1. Driving while intoxicated or under the influence of a mind altering drug
2. Failure to obey a lawful order given by any law enforcement officer
3. Reckless driving
4. Leaving the scene of a traffic accident
5. Failure to yield to an emergency vehicle

6. Speeding
7. Disregarding traffic signals and/or signs
8. Passing on any College maintained road or thoroughfare
9. Failure to have a valid motor vehicle operator's license
10. IN ADDITION TO THE ABOVE RULES AND REGULATIONS ALL STATE LAWS PERTAINING TO ANY ACT, WHICH, IF COMMITTED WITHIN THE STATE OF MISSISSIPPI, WOULD BE CRIMINAL AND PUNISHABLE SHALL ALSO BE CRIMINAL AND PUNISHABLE ON THE HINDS JUNIOR COLLEGE CAMPUS, GROUNDS, AND ROADS, AS AUTHORIZED BY SECTION I, SECTION 6706 MISSISSIPPI CODE OF 1942 AMENDED
11. Citations issued for all moving violations shall be returnable to the Justice of the Peace of District 4 Beat 1 Hinds County, Mississippi
12. All motor vehicle traffic accidents occurring on Hinds Junior College property must be reported immediately to the Hinds Junior College Police Department

#### POST OFFICE

The College post office is located on the first floor of the Student Union Building. Students should secure a mailing address from the Postmistress.

#### STUDENT UNION

The Student Union Building houses the Grill, Recreation Room, Bookstore, Board Room, Lounges, SGA Offices, and meeting rooms. Use of the meeting rooms should be scheduled in the Office of Student Affairs. Eating, drinking, and smoking should be confined to the Grill area only.

## Student Activities

In addition to the regular schedule for the intellectual and physical development of students as set forth in the College curriculums, a wide variety of clubs, societies, and organizations are available to students. These groups include religious, social, service, academic, and interest orientations to meet student needs. Campus organizations, managed by students under faculty guidance, afford ample opportunities for growth in character, citizenship, leadership, and social poise. The following groups are among those available to the student body.

### ATHLETICS AND RECREATION

#### INTERCOLLEGIATE ATHLETICS

Hinds Junior College is a member of the Mississippi Junior College conference and competes with other junior colleges in intercollegiate football, basketball, track, tennis, and golf.



## **MEN'S INTRAMURALS**

Competitive team sports are conducted in flag football, basketball, and softball. Units of competition (teams) are composed of students from residence halls and recognized campus organizations and commuting students. Regularly enrolled students are eligible to participate in intramural activities except those students who are members of related varsity teams at Hinds, or who have been awarded a freshman numeral or varsity letter at the collegiate level in the related sport. Round-robin scheduling is followed.

The calendar of events is found in the Student Handbook.

## **WOMEN'S RECREATION ASSOCIATION**

The objective of the Women's Recreation Association is to organize and to stimulate a wholesome program of athletic activities for the women students at Hinds Junior College. Competition, along with the enjoyment and development of sportsmanship and character, is stressed in the various activities.

Any woman student, passing her academic subjects, is eligible for membership in WRA. Each member pays annual dues of \$1.60. Regular meetings are held for the official council.

The calendar of events is found in the Student Handbook.

## **RECREATION CENTER**

The recreation center is a spacious room located in the Student Union which is available to students for recreational use. Activities such as table games and seven billiard tables are available for use.

## **COLLEGE GOLF COURSE AND RAYMOND LAKE**

Hinds Junior College operates a beautiful nine-hole golf course and club house approximately one mile from the Raymond campus. Raymond Lake is composed of 35 acres which is available to full-time students for swimming, sunbathing, fishing, and boating recreation. Swimming activities are limited to those times during which a lifeguard is on duty.

## **CLUBS**

### **AGRICULTURE CLUB**

Membership in this club is open to college students preparing for the various phases of agriculture or persons interested in agriculture. At the regular monthly meetings, members may have an opportunity to hear local and present-day leaders.

### **ART CLUB**

The Art Department sponsors Alpha Rho, the local honorary art club. The membership is made up of art majors and other students making valuable contributions to the school and community by rendering valuable service in the field of art. The club sponsors trips to museums, participation in school programs, and many social activities.

## ASTRA

Astra, organized in January of 1967, is a service club (authorized by the Altrusa Club of Jackson) for young women between 17 and 20 years of age. Ability, Service, Training, Responsibility, and Achievement, from which the name Astra is derived, describe the qualities fostered by the club. Astra was the first service club for women organized on the campus.

## BLACK STUDENT ASSOCIATION

The BSA was formed with the designated purpose of promoting a positive and direct relationship between the black students of Hinds Junior College and the student government as well as the administration, and to promote harmony and unity among black students on campus. Membership is open to those students who have a genuine interest in the purpose for which the organization was designed.

## CIRCLE "K" CLUB

The Circle "K" Club is a service organization sponsored by the North Jackson Kiwanis Club. The objectives of the club are to promote for its members good fellowship and high scholarship; to serve the college, the community, and the state; to give primacy to the human and spiritual rather than to the material values of life; and to develop within its members a high degree of serviceable citizenship. Membership in the club is based on scholarship and citizenship upon approval of the Board of Directors.

## CIVITAN CLUB

The Collegiate Civitan Club of Hinds Junior College is a service club sponsored by the Jackson Civitan Club. The objectives of the club are to emphasize the advantages of the American-Canadian way of life; to promote good fellowship and high scholarship; to serve on the campus and in the community; to provide an opportunity for leadership through service; to encourage the daily living of the Golden Rule; and to be "Builders of Good Citizenship." Membership is by invitation, based upon citizenship, scholarship, and approval of the Board of Directors.

## DECA CLUB

DECA identifies the program of youth activity relating to Distribution and Marketing Technology-Distributive Education Clubs of America, and is designed to develop future marketing and distribution leaders. Its purposes are to develop a respect for education in marketing and distribution which will contribute to occupational competence, and to promote understanding and appreciation for the responsibilities of citizenship in our free, competitive enterprise system. Membership in this club is limited to students enrolled in Distribution and Marketing Technology.

## ENGINEERING CLUB

Membership in the Engineering Club is open to all pre-engineering students, science majors, mathematics majors, and technical students. The purpose is to

stimulate interest in present day trends in scientific and industrial development. Monthly meetings consist of demonstrations, talks by leaders in industry, and field trips to nearby points of interest.

### HI-STEPPERS

A precision dance and drill team, the Hi-Steppers are known throughout the South for their half-time performances at college football games. A companion group to the Hinds Parade Band, the Hi-Steppers have won acclaim at such events as New Orleans' Mardi Gras parades and balls; the National American Legion and Forty and Eight Convention in St. Louis; the Junior Rose Bowl in Pasadena, California; the National Junior Chamber of Commerce Convention in Colorado Springs; and numerous parades, state conventions, and civic programs. The group also have performed for Congress in Washington, D. C.

Interested women students should contact Mrs. Anna Bee, Director of Hi-Steppers, for auditions.

### LONDON PLAYERS

The Lendon Players is an organization created for students who are interested in dramatics and the theatre arts. Membership is open to anyone who wishes to join and abide by the constitution and by-laws. The purpose of the Lendon Players is to foster and develop better skills, relations, and interests in the field of drama. Club members take part in the production of campus plays.

### PHI THETA KAPPA

Phi Theta Kappa, a non-secret national scholastic society for junior colleges, is composed of those students whose grades are in the upper 10 percent of the College enrollment and who receive the unqualified nomination of the faculty committee appointed to study their character and citizenship qualifications and by approval of the active members. Each year a group of PTK students attend the PTK National Convention.

### PRE-MED CLUB

The Pre-Med Club is an organization for students majoring in medicine or para-medical and other students interested in medicine. The purpose is to give the student additional exposure to activities and personnel through medically oriented films and guest speakers.

### RELIGIOUS ORGANIZATIONS

Local churches provide every student, regardless of religious affiliation, with opportunities for spiritual growth. These churches have student groups which plan weekly devotional programs at the College and are represented in other campus, community, and convention activities. These religious organizations include: Baptist Student Union, Canterbury Club, Christian Foundation, Newman Club, Pentecostal Fellowship, Wesley Foundation, and Westminster Fellowship.

## RENAISSANCE CHESS CLUB

The purpose of the Renaissance Chess Club is to provide companionship and competition for anyone at Hinds Junior College interested in chess. Any student or faculty member is welcome. There are separate classifications for beginners, intermediate, and advanced players so that anyone can play.

## SAMOTHRACE

The Samothrace Club is a service organization sponsored by the Business and Professional Women's Club of Jackson. Activities are in accordance with the Club's objectives which are to provide opportunity for leadership training, to prepare for intelligent and serviceable citizenship, to emphasize education as a continuing lifelong process, and to improve the opportunities for women in business and in the professions. Membership is open to women students, both freshman and sophomores, who meet the scholastic requirements as set forth in the Constitution of the Samothrace Club.

## STUDENT HOME ECONOMICS ASSOCIATION

Membership is open to college home economics students and other interested students. The purpose is to further the interest of home economics in the personal and community relationships of everyday life. The association sends representatives to state and regional conferences and is affiliated with both state and national organizations.

## STUDENT NURSES ORGANIZATION

The Hinds Association of Student Nurses is a member of the Jackson District, State, and National Association of Student Nurses. The membership is limited to students in the nursing program. The purpose of this organization is to stimulate interest in and provide opportunity for participation in programs of the professional nursing organizations. Monthly meetings consist of talks by leaders in the health field and discussion of trends in nursing practice.

## STUDENT MEA

The Hinds Junior College student chapter of the Mississippi Education Association is composed of students preparing to teach. The purposes are to develop an understanding of the teaching profession; to acquaint members with the history, ethics, organization, policies, and programs of education associations; to interest capable young men and women in teaching as a career; and to provide practical experience in meeting responsibilities and problems of the profession and of society.

## YOUNG WOMEN'S CHRISTIAN ASSOCIATION

The Hinds Chapter of the Young Women's Christian Association is closely affiliated with the Jackson Y. W. C. A. Membership is open to any woman wishing to join this organization. The Y. W. C. A. is a service organization that undertakes various projects during the year. Members are entertained at bi-monthly meetings by speakers, films, and other educational media.



## MUSICAL ACTIVITIES

### BAND

The Eagle Concert and Show Band fills numerous engagements during the school year and participates in various athletic and social events both on and off the campus. Many trips are made by the organization, including out-of-town ballgames, Christmas parades in surrounding cities, and Mardi Gras in New Orleans. Honor trips have been made to the Sugar Bowl, St. Louis, Buffalo, Colorado Springs, and Pasadena. In addition, the concert band performs in concert at the high schools in the Hinds Junior College locality. Students interested in participating in this outstanding organization are urged to contact the director.

### CHOIR

Membership in the choir is open to the entire student body by audition. From the choir, three select performing groups are chosen each year: the Concert Choir, the Girls' Ensemble, and the Clefs. The Concert Choir is the primary performing group of the vocal music department. Many concerts are presented on and off campus during the school year. On-campus activities regularly include the annual Christmas Concert, the Mississippi Junior College Choral Festival, and the Spring Festival. Off-campus concerts are given in schools within Hinds District and churches in the area. The Girls' Ensemble, also chosen by audition, assists the choir in its performances.

### THE CLEFS

The Clefs are the personality singing group from the Music Department and make numerous appearances other than those with the Concert Choir. Appearances have been made in the Coffee House in the Mississippi Arts Festival, and for various other organizations.

## PUBLICATIONS

### THE EAGLE

*The Eagle*, the campus yearbook, is published annually by students who win places on the staff by demonstrating interest and ability. No previous experience is required, but originality is a great asset.

### HINDSONIAN

A bi-monthly newspaper published by students offers positions in reporting, feature writing, editorials, sports, circulation, and layout work. One evening a week is required to prepare the paper for the printers. Positions as editors and managers are open after experience has been gained. Interested students should contact Mr. Bob Hodges, Director of Public Relations.

# Student Conduct

College disciplinary matters are handled by the Dean of Student Affairs as Chairman of the Disciplinary Committee.

The following are some violations of standards of conduct which are subject to disciplinary action by College officials or designated representatives.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the officials of the College.
2. Forgery or alteration of checks or the misuse of college records, documents, and identification.
3. Obstruction or disruption of the educational process or other college activities or functions authorized on college premises.
4. Physical abuse of or flagrant disrespect for any person on college owned property or at college sponsored or supervised functions off campus.
5. Theft of or damage to college property or of a member of the campus community or campus visitor.
6. Unauthorized entry to or use of college facilities.
7. Violation of college policies, residence hall regulations, traffic rules, and campus regulations.
8. Use, possession, or distribution of alcoholic beverages, barbiturates, narcotics, marijuana, amphetamines, LSD, heroin, or other controlled substances.
9. Use or possession of fireworks, firearms, air guns, and other deadly weapons on college owned property.
10. Disorderly conduct including drunkenness and lewd, indecent, or obscene conduct on campus or at off-campus college sponsored or supervised activities.
11. Failure to comply with directions of college officials acting in the performance of their duties.
12. Gambling in any form.
13. Setting, of, or adding to, unauthorized fires on college property.
14. Violations of the laws of federal, state, or local governments.

Guides for routine campus and dormitory life are given students in the form of handbooks, bulletins, announcements, and informal meetings. Hinds Junior College reserves the right to exclude students at any time there are serious deviations from acceptable campus conduct.

A student, upon his registration at Hinds Junior College, assumes the obligation of conducting himself in a manner compatible with the college as an educational institution and agrees to abide by regulations and policies governing the student body.





## **IV. The Programs of Study**



## **The Programs of Study**

The following outlines of programs of study are for students who are scheduling work with the expectation of meeting requirements for graduation at Hinds Junior College and are expecting to enter a senior college or to enter a specialized field of work.

The lower division four-year college curriculums are designed for students who desire to transfer with junior standing to one of the four-year colleges in Mississippi. It should be understood that institutions have their own procedures for admission, evaluation of transfer credit, and requirements for graduation. Each student who plans to complete a four-year baccalaureate degree program should consult the latest catalog of the college in which he is interested.

The requirements for graduation from Hinds Junior College with an associate degree are given on page 80 and 81 in this catalog.

## Programs of Study

### GENERAL AGRICULTURE

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	Mathematics . . . . .	3
BIO 1314	Botany I . . . . .	4
BIO 2414	Zoology I . . . . .	4
CHE 1311, 1321	Principles of Chemistry Lab I & II . . . .	2
CHE 1313, 1323	Principles of Chemistry I & II . . . . .	6
**	PE, Military Sci or March Band . . . . .	2
**	Agriculture . . . . .	7
		<hr/> 34

#### Sophomore

**	History . . . . .	3
**	Political Science . . . . .	3
**	Economics . . . . .	3
**	Speech . . . . .	3
**	Agriculture . . . . .	7
**	Electives . . . . .	12
		<hr/> 31

### AGRICULTURAL EDUCATION

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
CHE 1311, 1321	Principles of Chemistry Lab I & II . . . .	2
CHE 1313, 1323	Principles of Chemistry I & II . . . . .	6
BIO 1314	Botany I . . . . .	4
BIO 2414	Zoology I . . . . .	4
**	Mathematics . . . . .	3
**	PE, Military Sci, or March Band . . . . .	2
**	Agriculture . . . . .	7
		<hr/> 34

#### Sophomore

**	English . . . . .	3
**	Speech . . . . .	3
**	Economics . . . . .	3
**	History . . . . .	6
ART 1123	Understanding the Visual Arts	
	or	
MUS 1113	Music Appreciation . . . . .	3
**	PE, Military Sci or March Band . . . . .	2
**	Agriculture . . . . .	7
**	Psychology . . . . .	3
**	Electives . . . . .	3
		<hr/> 33

\*\*Student will select with program adviser.



## AGRICULTURAL TECHNOLOGY

These special programs are designed to give specialized training in certain fields of agriculture. They should interest students who want to return to their home farms or who would like to work as technicians in some agricultural field. They are also ideally suited to those students who have had difficulty with academic work in that it gives them more time to devote to their regular academic subjects. They are especially recommended for students who do not have some agricultural background, yet who would like to pursue a future in some agricultural field.

Programs are planned so that the student will spend part of his time in class activity and part in the laboratory in his chosen field. Special emphasis is given to management problems as they relate to the various fields of agriculture.

## AGRICULTURAL MECHANICS TECHNOLOGY

### Freshman

**	English . . . . .	6
**	Mathematics . . . . .	3
**	Social Studies . . . . .	3
AGR 1115	Engineering Technology I . . . . .	5
AGR 1125	Engineering Technology I, Lab . . . . .	5
AGR 1135	Engineering Technology II . . . . .	5
AGR 1145	Engineering Technology II, Lab . . . . .	5
**	PE, Military Sci or March Band . . . . .	<u>2</u>
		34

### Sophomore

SPT 1113	Oral Communication	
	OR	
**	Economics . . . . .	3
**	Science . . . . .	3
TDR 1553	Fundamentals of Drafting . . . . .	3
AGR 2115	Engineering Technology III . . . . .	5
AGR 2125	Engineering Technology III, Lab . . . . .	5
AGR 2135	Engineering Technology IV . . . . .	5
AGR 2145	Engineering Technology IV, Lab . . . . .	5
**	Electives . . . . .	<u>3</u>
		32

\*\*Student will select with program adviser.

## The Programs of Study

### LIVESTOCK TECHNOLOGY

#### Freshman

**	English . . . . .	6
**	Mathematics . . . . .	3
**	Social Studies . . . . .	3
**	Agriculture . . . . .	20
**	PE, Military Sci or March Band . . .	<u>2</u>
		34

#### Sophomore

**	Speech . . . . .	3
**	Science . . . . .	3
**	Economics . . . . .	3
**	Agriculture . . . . .	20
**	Electives . . . . .	<u>3</u>
		32

### AIRFRAME AND POWER PLANT MAINTENANCE TECHNOLOGY

The Aircraft Maintenance Technology Course is divided into two main parts: Powerplant Maintenance and Airframe Maintenance. The Powerplant Maintenance course covers theoretical, technical and practical training in the operation, maintenance and repair of internal combustion aircraft engines and the theory of gas turbine engines; fuel and lubrication systems; carbureation; ignition and electrical systems; propellers and engine accessories. In addition, students receive the necessary training on the theory of flight; welding, technical drawing, use of hand tools; machine shop practices; aircraft weight and balance; Magnaflux and Dy-check inspection of aircraft parts; and the alteration of aircraft engines, propellers and accessories.

The Airframe Maintenance training includes the technical theory and practices pertaining to aircraft structures made of steel tubing, aluminum and wood; their repairs, maintenance and alteration; dope and fabric work; hydraulic systems; electrical systems; theory of flight; instruments and radio equipment; assembly and rigging; fuel systems; line maintenance; inspection of certified aircraft; welding and heat treating and pertinent Civil Air regulations.

The courses include ethics, labor relations, technical language, aviation mathematics, cost estimates, and shop practices. Types of jobs available include: Maintenance Technician, Airplane Crew Chief, Aviation Lead Mechanics, Aviation Maintenance Inspector, Airframe and Powerplant Instructor, Line Service Technician, Airframe and Powerplant Shop Foreman, Weight and Balance Inspector, Aviation Maintenance Supervisor.

\*Student will select with program adviser.

## The Programs of Study

### Freshman

**	English	6
**	Mathematics	6
**	PE, Military Sci or March Band	2
TRS 1413	Basic Electricity	3
TDR 1553	Fundamentals of Drafting	3
TDR 1563	Machine Drafting	3
TAP 1316, 1326	Airframe & Power Plant Maintenance I & II	12
		<u>35</u>

### Sophomore

TRS 1313	Industrial Safety	3
TRS 1813, 1823	Technical Applied Physics I & II	6
TMT 1403	Fundamentals of Machine Shop	3
TAP 2336, 2346	Airframe & Power Plant Maintenance III & IV	12
**	Social Studies	3
**	Electives	3
		<u>30</u>

## ARCHITECTURE

### Freshman

ENG 1113, 1123	English Composition I & II	6
GRA 1132	Graphic Communications	2
GRA 1142	Visualization & Graphic Design	2
*MAT 1313	College Algebra	3
*MAT 1323	Trigonometry	3
MAT 1823	Calculus I	3
ART 1413, 1423	Design I & II	6
**	PE, Military Sci or March Band	2
SOC 2113	Introduction to Sociology	3
**	Electives (if desired or needed)	3 or 6
		<u>33 or 36</u>

### Sophomore

ENG 2233, 2243	English Literature I & II	6
MAT 1833, 2263	Calculus II & III	6
PHY 2434, 2444	General Physics I & II	8
PSY 1513	General Psychology I	3
ECO 2113	Principles of Economics I	3
HIS 1113, 1123	Western Civilization I & II	6
**	Electives (if desired or needed)	3
		<u>35</u>

\*Deficiency Courses — for those without sufficient background for Calculus I.

\*\*Student will select with program adviser.

## The Programs of Study

### ART

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	History . . . . .	6
**	PE, Military Sci or March Band . . . . .	2
**	Language OR Laboratory Science . . . . .	6 or 8
ART 1313, 1323	Drawing I & II . . . . .	6
ART 1413, 1423	Design I & II . . . . .	6
ART 1123	Understanding the Visual Arts . . . . .	3
		<hr/> 35 or 37

#### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
PSY 1513	General Psychology I	
OR		
SOC 2113	Introduction to Sociology . . . . .	3
SPT 1113	Oral Communication . . . . .	3
HPR 1213	Personal & Community Health . . . . .	3
ART 2513 or 2523		
or 2533	Painting I or II or III. . . . .	6
ART 2713 or 2723	Art History I or II . . . . .	3
**	Electives . . . . .	6
		<hr/> 30

### GENERAL BUSINESS

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	PE, Military Sci or March Band . . . . .	2
HIS 1113, 1123	Western Civilization I & II	
OR		
HIS 2213, 2223	American History I & II. . . . .	6
PSC 1113	American National Government . . . . .	3
MAT 1313	College Algebra . . . . .	3
MAT 1433	Basic Concepts of Mathematics II . . . . .	3
**	Typewriting(if desired or needed) . . . . .	3
**	Electives . . . . .	6
		<hr/> 32

\*\*Student will select with program adviser.

## The Programs of Study

### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
ECO 2113, 2123	Principles of Economics I & II . . . . .	6
BAD 2413	Business Law I . . . . .	
OR		
**	Elective . . . . .	3
ACC 1213, 1223	Principles of Accounting I & II . . . . .	6
PSY 1513	General Psychology I . . . . .	
OR		
SOC 2113	Introduction to Sociology . . . . .	3
SPT 1113	Oral Communication . . . . .	3
**	Electives . . . . .	<u>6</u>
		33

\*\*Student will select with program adviser. Recommended electives: PSY 1523 — General Psychology II (six semester hours of Psychology required for University of Mississippi); PSC 1123 — American State & Local Government (required for University of Mississippi); SCIENCE (at least six semester hours required except for University of Mississippi).

## COMMERCIAL DESIGN & ADVERTISING

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
ART 1313, 1323	Drawing I & II . . . . .	6
ART 1413, 1423	Design I & II . . . . .	6
ART 2713 or 2723	Art History I or II . . . . .	3
PSY 1513	General Psychology I . . . . .	3
CDA 1123	Display Design . . . . .	3
CDA 1143	Commercial Design & Adv. Lab I . . .	3
**	PE, Military Sci or March Band . . . .	<u>2</u>
		32

### Sophomore

CDA 2113, 2123	Basic Advertising Design I & II . . . . .	6
CDA 2153	Commerical Design & Adv. Lab II . . .	3
CDA 2163	Commercial Design & Adv. Seminar . .	3
DMT 2143	Advertising . . . . .	3
TDR 1553	Fundamentals of Drafting . . . . .	3
ART 1123	Understanding the Visual Arts . . . . .	3
**	Mathematics or Science . . . . .	3
**	Electives . . . . .	<u>9</u>
		33

\*\*Student will select with program adviser.



## The Programs of Study

### PRE-DENTAL

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	PE, Military Sci or March Band . . . . .	2
CHE 1211, 1221	General Chemistry Laboratory I & II . . .	2
CHE 1213, 1223	General Chemistry I & II . . . . .	6
BIO 2414, 2424	Zoology I & II . . . . .	8
MAT 1313	College Algebra . . . . .	3
MAT 1323	Trigonometry . . . . .	3
**	Electives . . . . .	3

33

#### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
CHE 2422, 2432	Organic Chemistry Laboratory I & II . . .	4
CHE 2423, 2433	Organic Chemistry I & II . . . . .	6
PHY 2434, 2444	General Physics I & II . . . . .	8
**	Electives . . . . .	9

33

### DENTAL ASSISTING

Students in the Dental Assisting Program may receive a Technical Certificate upon completion of the first 48 semester hours work and an AAS Degree upon completion of 64 semester hours provided they meet the following requirements:

English . . . . .	6
Mathematics and/or Science . . . . .	6
Social Science . . . . .	3
Specified Applied Science Field . . . . .	24
Electives . . . . .	23
PE, Military Sci or March Band . . . . .	2

#### Freshman

DAS 1111	Orientation . . . . .	1
DAS 1213	Ental Science I . . . . .	3
DAS 1314	Chairside Assisting I . . . . .	3
DAS 1123	Dental Materials . . . . .	3
DAS 1513	Radiology I . . . . .	3
SSC 1113	Intermediate Typewriting . . . . .	3
ENG 1113	English Composition I . . . . .	3
DAS 1223	Dental Science II . . . . .	3
DAS 1323	Chairside Assisting II . . . . .	3
DAS 1413	Clinical Experience . . . . .	3
DAS 1133	Practice Management . . . . .	3
DAS 1523	Radiology II . . . . .	3
TRS 1213	Industrial Psychology . . . . .	3

37

\*\*Student will select with program adviser. Recommended electives include courses in Language, English, Government, Economics, Psychology, Sociology, and Graphics.

## The Programs of Study

### Summer Term

DAS 1143	Dental Health Education . . . . .	3
DAS 1422	Specialty Clinical Experience . . . . .	2
DAS 1333	Chairside Assisting III . . . . .	3
SPT 1113	Oral Communication. . . . .	<u>3</u>
		11

### Sophomore

ENG 1123	English Composition II . . . . .	3
ENG 2233	English Literature I . . . . .	3
CHE 1213, 1223	General Chemistry I & II . . . . .	6
1211, 1221	General Chemistry Lab I & II . . . . .	2
BIO 2414	Zoology I . . . . .	4
MAT 1313	College Algebra . . . . .	3
PSY 1513	General Psychology I . . . . .	3
SOC 2113	Introduction to Sociology . . . . .	3
HPR 1111, 1121	General Physical Education . . . . .	2
	Electives. . . . .	<u>3</u>
		32

## DIETETIC TECHNICIAN

The Dietetic Technician Program is a technical two-year course of study leading to the Associate in Applied Science Degree. It is designed to prepare students to practice in the field of Food Service Systems Management. Upon completion of the course of study, the technician will be qualified to assist the registered dietitian in the hospital food service department, or to function in the extended care facility with the guidance of a consulting registered dietitian.

The two-year curriculum includes basic sciences, professional courses in Foods and Nutrition, and clinical experiences in local hospitals and nursing homes totaling 585 clock hours.

### Freshman

(August — July)

DTT 1113, 1123	Food Service Systems Management I & II . . . . .	6
DTT 1312	Health Field Study Seminar . . . . .	2
DTT 1413	Safety and Sanitation . . . . .	3
DTT 1213, 1223	Nutrition Care I & II . . . . .	6
DTT 1511, 1522, 1533	Supervised Field Experience I, II, III . . . . .	6
DMT 1313	Business Math . . . . .	3
**	English . . . . .	6
**	Electives . . . . .	<u>6</u>
		38

\*\*Selected with approval of program adviser.

**The Programs of Study**

	<b>Sophomore</b>	
	(August — May)	
DTT 2133, 2143	Food Service Systems	
	Management I & II . . . . .	6
DTT 2333	Health Care Delivery Systems . . . . .	3
DTT 2533, 2544	Supervised Field Experience IV & V . . .	7
DTT 2341	Dietetic Seminar . . . . .	1
TRS 1213	Industrial Psychology . . . . .	3
**	Electives . . . . .	<u>6</u>
		26

**DISTRIBUTION AND MARKETING TECHNOLOGY**  
**(Two-Year Program)**

Students completing this program may choose from a broad selection of career opportunities in marketing and distribution. The graduate will have the opportunity to begin a career at any point from a beginning sales person to an owner or manager in a business. The program should enable the graduate to progress through the organizational hierarchy of any business dealing with the marketing and distribution of goods.

	<b>Freshman</b>	
**	English . . . . .	6
PSY 1513	General Psychology I . . . . .	3
SPT 1113	Oral Communication . . . . .	3
DMT 1111	Business Training I . . . . .	1
DMT 1121	Business Training II . . . . .	1
DMT 1313	Business Mathematics	
	<b>OR</b>	
**	Mathematics (other) . . . . .	3
DMT 1213	Salesmanship . . . . .	3
DMT 1243	Simulated Business Training I . . . . .	3
DMT 2143	Advertising . . . . .	3
DMT 2213	Marketing . . . . .	3
**	PE, Military Sci or March Band . . . . .	<u>2</u>
		31

\*\*Student will select with program adviser.

NOTE: The student is required to take 3 semester hours of On-the-job Training or simulated business training (DMT 2263).

## The Programs of Study

### Sophomore

ACC 1213	Principles of Accounting I . . . . .	3
SSC 2523	Office Machines . . . . .	3
DMT 2111	Business Training III . . . . .	1
DMT 2121	Business Training IV	
OR		
**	Elective . . . . .	1
DMT 2163	Personnel Management . . . . .	3
DMT 2243	Retailing I . . . . .	3
DMT 2253	Retailing II . . . . .	3
DMT 2513	Principles of Management . . . . .	3
**	Economics . . . . .	3
BAD 2413	Business Law I . . . . .	3
**	Social Studies . . . . .	3
**	Electives . . . . .	4
		<u>33</u>

## DRAFTING AND DESIGN TECHNOLOGY

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and is closely related to industrial standards.

Graduates of the drafting and design program are employed as draftsmen in the following areas: steel and nonferrous metal production, architecture, structural engineers, mechanical engineers, electrical engineers, civil engineers, consulting engineers, civil service, state highway, and general drafting.

### Freshman

**	English . . . . .	6
**	Mathematics . . . . .	6
**	PE, Military Sci or March Band . . . . .	2
TDR 1553	Fundamentals of Drafting . . . . .	3
TDR 1563	Machine Drafting . . . . .	3
TDR 1573	Building Construction Estimating . . . . .	3
TMT 1614	Manufacturing Processes . . . . .	4
**	Social Studies . . . . .	3
**	Electives . . . . .	3
		<u>33</u>

\*\*Student will select with program adviser.

## The Programs of Study

### Sophomore

TRS 1213	Industrial Psychology . . . . .	3
TDR 2454	Electrical, Piping, Sheet Metal	
	Drafting . . . . .	4
TDR 2806	Architectural Drafting and Design . . . .	6
TDR 2993	Surveying Practice . . . . .	3
TDR 2654	Structural Drafting . . . . .	4
**	Drafting Electives . . . . .	9
TMT 2683	Strength of Materials . . . . .	3
**	Science . . . . .	3 or 4
		<hr/> 35 or 36

\*\*Student will select with program adviser.

## EDUCATION — ELEMENTARY

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	History . . . . .	6
**	Science . . . . .	*6 or 8
GEO 1123	Principles of Geography . . . . .	3
PSY 1513	General Psychology I . . . . .	3
SPT 1113	Oral Communication . . . . .	3
**	Fine Arts . . . . .	3
HPR 1111, 1121	General PE Activities I & II . . . . .	2
		<hr/> 32 or 34

### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
**	Science . . . . .	*6 or 8
PSY 2513	Child Psychology . . . . .	3
HPR 1213	Personal & Community Health . . . . .	3
MAT 1723	The Real Number System . . . . .	3
MAT 1733	Informal Geometry & Algebra . . . . .	3
**	Social Studies Elective . . . . .	3
**	Electives . . . . .	5
		<hr/> 32 or 34

\* Six or eight semester hours of Biological Science and six or eight hours of Physical Science. (May be three hours in one and nine in the other.)

\*\* Recommended electives (to be selected with program adviser): Sociology, Political Science, History, Art, Music, Home Economics, Psychology.



**GENERAL EDUCATION REQUIREMENTS  
FOR ELEMENTARY TEACHER'S CERTIFICATE  
MISSISSIPPI STATE DEPARTMENT OF EDUCATION**

	Sem. Hours
English .....	12
Science .....	12
biological science .....	3 sem. hours
physical science (earth science, physics, chemistry, astronomy, geology, space science, etc.) .....	3 sem. hours
other science .....	6 sem. hours
Social Studies .....	12
American or World History .....	6 sem. hours
other social studies except religion .....	6 sem. hours
Mathematics .....	6
The structure of the real number system and its sub-systems .....	3 sem. hours
Basic Concepts of Algebra and Informal Geometry .....	3 sem. hours
Personal Hygiene .....	3
Speech .....	3

**EDUCATION — SECONDARY**

**Freshman**

ENG 1113, 1123	English Composition I & II .....	6
**	History .....	6
**	Science .....	*6 or 8
SPT 1113	Oral Communication .....	3
**	Fine Arts .....	3
**	PE, Military Sci or March Band .....	2
**	Electives .....	6
		<u>32 or 34</u>

**Sophomore**

ENG 2233, 2243	English Literature I & II .....	6
**	Science .....	*6 or 8
**	Mathematics .....	3
**	Social Studies .....	6
**	Electives from teaching field .....	11
		<u>32 or 34</u>

\* Six or eight semester hours of Biological Science and six or eight hours of Physical Science.

\*\* To be selected with program adviser.

**The Programs of Study**

**GENERAL EDUCATION REQUIREMENTS  
FOR SECONDARY TEACHER'S CERTIFICATE  
MISSISSIPPI STATE DEPARTMENT OF EDUCATION**

	Sem. Hours
English . . . . .	12
Fine Arts . . . . .	3
(Any course in art or music will meet this requirement)	
Personal Hygiene . . . . .	3
Science . . . . .	12
biological science . . . . .	6 sem. hours
physical science . . . . .	6 sem. hours
Mathematics . . . . .	3
Social Studies . . . . .	12
United States and/or World History . . . . .	6 sem. hours
Other social studies to include one or more of the following subjects: Mississippi history, geography, political science, anthropology, sociology, economics, philosophy, religion, general psychology, social psychology, world history or American history; however, not more than 6 semester or 8 quarter hours in either World or American History may be counted in meeting the social studies requirement in the area of	
General Education . . . . .	6 sem. hours
Speech . . . . .	3

**ELECTRONIC DATA PROCESSING — PROGRAMMING  
(Two-Year Program)**

**Freshman**

EDP 1014	Introduction to Data Processing and Programming . . . . .	4
EDP 1815	RPG Programming I . . . . .	5
ACC 1213, 1223	Principles of Account I & II . . . . .	6
**	English . . . . .	6
**	Mathematics and/or Science . . . . .	6
**	Elective . . . . .	3
**	PE, Military Sci or March Band . . . . .	<u>2</u>
		32

\*\* Student will select with program adviser.

## The Programs of Study

### Sophomore

EDP 2815	COBOL Programming I . . . . .	5
EDP 2123	Systems Analysis & Design I . . . . .	3
EDP 2825	RPG Programming II	
OR	OR	
EDP 2835	COBOL Programming II . . . . .	5
EDP 2163	Systems Analysis & Design II . . . . .	3
DMT 2513	Principles of Management . . . . .	3
**	Social Science . . . . .	3
**	Economics . . . . .	3
**	Electives . . . . .	<u>7</u>
		32

### ELECTRONIC DATA PROCESSING COMPUTER OPERATIONS (One-Year Program)

EDP 1014	Introduction to Data Processing and Programming . . . . .	4
EDP 1714	Computer Operations . . . . .	4
**	Accounting . . . . .	3
**	Social Science . . . . .	3
**	Mathematics and/or Science . . . . .	3
**	English . . . . .	3
**	Electives . . . . .	<u>9</u>
		29

\*\*Student will select with program adviser.

### ELECTRONIC DATA PROCESSING KEYPUNCH OPERATION (One-Semester Program)

EDP 1014	Introduction to Data Processing and Programming . . . . .	4
EDP 1614	Keypunch Operation . . . . .	4
**	Electives . . . . .	<u>9</u>
		17

\*\*Student will select with program adviser.

## The Programs of Study

### ELECTRONICS TECHNOLOGY

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
TEL 1356	Electricity for Electronics . . . . .	6
TEL 1366	Electron Tubes & Semiconductors. . . . .	6
TDR 1553	Fundamentals of Drafting . . . . .	3
**	Mathematics . . . . .	6
**	Physics . . . . .	3
**	PE, Military Sci or March Band . . . . .	<u>2</u>
		32

#### Sophomore

**	Technical Electronics . . . . .	18
**	Social Studies . . . . .	6
**	Physics . . . . .	3
**	Electives (Free). . . . .	3
TRS 1213	Industrial Psychology . . . . .	<u>3</u>
		32

### ENGINEERING

#### Freshman

ENG 1113 or 1123	English Composition I or II . . . . .	3
**	PE, Military Sci or March Band . . . . .	2
*MAT 1313	College Algebra . . . . .	3
*MAT 1323	Trigonometry . . . . .	3
MAT 1823, 1833	Calculus I & II . . . . .	6
CHE 1211, 1221	General Chemistry Lab I & II . . . . .	2
CHE 1213, 1223	General Chemistry I & II . . . . .	6
PSC 1113	American National Government . . . . .	3
GRA 1132	Graphic Communications . . . . .	2
GRA 1142	Visualization & Graphic Design . . . . .	2
PHY 2373	Physics with Calculus — I . . . . .	3
HIS 2213 or 2223	American History I or II . . . . .	<u>3</u>

\*See Note below

#### Sophomore

ENG 2233 or 2243	English Literature I or II . . . . .	3
PHY 2383, 2393	Physics with Calculus — II & II . . . . .	6
MAT 2263, 2273	Calculus III & IV . . . . .	6
MAT 2253	Differential Equations . . . . .	3
***EGR 2413	Engineering Mechanics . . . . .	3
***EGR 2424	Electric Circuit Theory . . . . .	4
ECO 2113	Principles of Economics I . . . . .	3
**	Humanities OR Social Studies . . . . .	6
**	Electives (if desired) . . . . .	<u>3</u>

\*\*Student will select with program adviser. 37

\*\*\*The student may elect EGR 2413 or 2424 or others required in his specified area of engineering at the senior college to which he will transfer.

## The Programs of Study

**NOTE:** Schools of Engineering begin the freshman engineering student with analytic geometry and calculus, presuming that high school algebra and trigonometry have given him the necessary background for those courses. Mat 1313 and 1323 are designed for the student who does not show sufficient proficiency in algebra and trigonometry to do the more advanced course (Mat 1823 - Calculus I). Credit earned in Mat 1313 and 1323 (Algebra and Trigonometry) cannot be applied toward a degree in Schools of Engineering; students who show sufficient proficiency in these courses will be excused from taking them. Dates for the test for determining whether a student may by-pass the algebra and/or trigonometry for the 1974-75 session will be announced.

### ENVIRONMENTAL SCIENCE

#### Freshman

ENG 1113, 1123	English Composition I & II	6
MAT 1313	College Algebra	3
MAT 1323	Trigonometry	3
BIO 1314, 1324	Botany I & II	8
CHE 1213, 1223	General Chemistry	6
CHE 1211, 1221	General Chemistry Lab	2
CHE 1513, 1523	Environmental Awareness I & II	<u>6</u>
		34

#### Sophomore

BIO 2414, 2424	Zoology I & II	8
PHY 2434, 2444	General Physics I & II	8
CHE 1533	Environmental Chemistry I	3
CHE 1543	Environmental Chemistry II	3
**	Electives	7
**	PE, Military Sci, or March Band	<u>2</u>
		31

**\*\*Student should select with program adviser.**



The Programs of Study

FIRE PROTECTION AND SAFETY TECHNOLOGY

The Fire Protection and Safety Technology program is designed to prepare students to enter jobs in fire protection or related fields, such as fire insurance, safety engineering, and fire equipment sales. Instruction covers both theory and practical application in the field of fire protection and includes lectures, laboratory work, field trips, and seminars conducted by in-service personnel.

Requirements for the Associate Degree in Applied Science for the Fire Protection and Safety Technology program are:

English . . . . .	6
Mathematics . . . . .	3
Social Science . . . . .	3
Physics . . . . .	3
Chemistry . . . . .	3
Introduction to Fire Technology . . . . .	3
Fire Fighting Tactics and Strategy . . . . .	3
Fire Protection Organization & Administration . . . . .	3
Inspection Principles and Practices . . . . .	3
Basic Electricity . . . . .	3
Hydraulics . . . . .	3
Industrial Fire Hazards . . . . .	3
Water Distribution . . . . .	3
Electives* . . . . .	<u>22</u>
	64

\*Electives must be Fire Safety courses or have the written approval of the department chairman.

GENERAL PROGRAM

(Course of Study Leading to a Bachelor's Degree)

The general program is recommended for the student who has not yet decided on his field of study but who wishes to receive an Associate of Arts Degree from Hinds Junior College and then transfer to a senior college to continue a program leading to a Bachelor's Degree. Electives will be selected according to the particular needs and wishes of the student and the requirements of the college to which he expects to transfer.

Freshman

**	English . . . . .	6
**	PE, Military Sci, or March Band . . .	2
**	History . . . . .	6
**	Mathematics and/or Science . . . . .	6
**	Electives . . . . .	<u>12</u>
		32

Sophomore

**	English . . . . .	6
**	Electives . . . . .	<u>26</u>
		32

\*\*Student will select with program adviser.

# ASSOCIATE IN APPLIED SCIENCE FOR TWO-YEAR TECHNICAL STUDENTS

English . . . . .	6
Mathematics and/or Science . . . . .	6
Social Science . . . . .	3
Specified Applied Science Field . . . . .	24
Electives . . . . .	23
PE, Military Sci or March Band . . . . .	<u>2</u>
	64

## GEOLOGY

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
MAT 1823, 1833	Calculus I & II . . . . .	6
CHE 1213, 1223	General Chemistry . . . . .	6
CHE 1211, 1221	General Chemistry Lab . . . . .	2
PHY 2373	Physics with Calculus — I. . . . .	3
**	Electives. . . . .	9
**	PE, Military Sci, or March Band . . . . .	<u>2</u>
		34

### Sophomore

GLY 1113, 1123	Geology . . . . .	6
GLY 1111, 1121	Geology Lab . . . . .	2
PHY 2383, 2393	Physics with Calculus — II & III . . . . .	6
**	Electives . . . . .	<u>17</u>
		31

\*\* The choice of electives depends upon the school to which the student transfers and the geology program he chooses. The student should select these electives with his program adviser.

## HOME ECONOMICS

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	PE, Military Sci, or March Band . . . . .	2
SPT 1113	Oral Communication. . . . .	3
HPR 1213	Personal & Community Health . . . . .	3
HIS 1113, 1123	Western Civilization I & II . . . . .	6
HEC 1313	Elementary Clothing. . . . .	3
HEC 1213	Food Selection & Preparation. . . . .	3
CHE 1211, 1221	General Chemistry Laboratory I & II.	
1213, 1223	General Chemistry I & II . . . . .	8
OR	OR	
CHE 1311, 1321	Principles of Chemistry Lab I & II,	
1313, 1323	Principles of Chemistry I & II . . . . .	<u>8</u>
		34

\*\* Student will select with program adviser. Recommended electives include Mathematics, Art, Sociology.

## The Programs of Study

### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
PSY 1513	General Psychology I . . . . .	3
**	Biology OR Chemistry . . . . .	8
**	Government and/or Economics. . . . .	6
HEC 2313	Clothing Construction. . . . .	3
HEC 2213	Meal Management. . . . .	3
**	Electives. . . . .	<u>3</u>
		32

## HOTEL, MOTEL, RESTAURANT MANAGEMENT

### Freshman

HMR 1813	Hotel-Motel Front Office Procedures . .	3
HMR 1812	Orientation for the Hospitality Industry . . . . .	2
DMT 1313	Business Mathematics . . . . .	3
HMR 1814	Basic Food Preparation . . . . .	4
ENG 1113	English Composition I . . . . .	3
HMR 2844	Safety, Sanitation and Housekeeping . . . . .	4
ENG 1123	English Composition II . . . . .	3
TRS 1213	Industrial Psychology . . . . .	3
DMT 2163	Personnel Management . . . . .	3
HMR 1824	Quantity Foods . . . . .	<u>4</u>
		32

### Sophomore

BAD 2413	Business Law I. . . . .	3
HMR 2113	Profitable Food and Beverage Management I . . . . .	3
ECO 1133	Consumer Economics . . . . .	3
HMR 1833	Hotel-Motel Restaurant Accounting. . .	3
DMT 2513	Principles of Management . . . . .	3
	Electives. . . . .	3
HMR 2123	Profitable Food and Beverage Management II. . . . .	3
SPT 1113	Oral Communication (Principles of Speech) . . . . .	3
HMR 2414	Sales, Marketing, and Promotion . . . .	4
HMR 2824	Hotel-Motel and Restaurant Seminar . . . . .	4
	Electives . . . . .	<u>3</u>
		35

\*\*Student will select with program adviser.

## INDUSTRIAL EDUCATION

The course of study in Industrial Education is for the purpose of preparing students to be teachers or coordinators in the field of Industrial Arts, Trade and Industrial Education, or Diversified Occupations. The first two years of training in any of the above mentioned professions are the same. Those who do not elect to teach will find themselves well prepared for industrial employment which should lead to supervisory and administrative positions in the training and production areas of industry.

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
GRA 1132	Graphic Communications . . . . .	2
GRA 1142	Visualization & Graphic Design . . . . .	2
PHY 2213	Physical Science Survey I . . . . .	3
**	Mathematics . . . . .	3
HIS 1113, 1123	Western Civilization I & II . . . . .	6
PSC 1113	American National Government . . . . .	3
HPR 1213	Personal & Community Health . . . . .	3
**	PE, Military Sci, or March Band . . . . .	2
**	Electives . . . . .	3
		<hr/> 33

### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
BIO 1314, 1324	Botany I & II . . . . .	8
SPT 1113	Oral Communication . . . . .	3
PSY 1513	General Psychology I . . . . .	3
ART 1123	Understanding the Visual Arts	
OR		
MUS 1113	Music Appreciation . . . . .	3
**	Electives . . . . .	9
		<hr/> 32

## INDUSTRIAL TECHNOLOGY

This curriculum is proposed for students who are interested in being prepared to accept industrial employment which will lead to supervisory, administrative and other types of leadership positions in the production areas of manufacturing. Successful completion of this four-year curriculum should result in the student's having an excellent background in mathematics, science, and human relations, together with a degree of skill in the use of machines and tools and a knowledge of industrial process and materials. Such individuals should rapidly become capable of coping with the technical aspects of supervision and administration, and of dealing successfully with personnel.

\*\* Student will select with program adviser. Recommended electives include Psychology, Mathematics, Business Law, Sociology, Drafting, and Technical Courses.

## The Programs of Study

### Freshman

ENG 1113, 1123	English Composition I & II	6
GRA 1132	Graphic Communications	2
GRA 1142	Visualization & Graphic Design	2
HIS 1113, 1123	Western Civilization I & II	6
MAT 1313	College Algebra	3
MAT 1323	Trigonometry	3
CHE 1211, 1221	General Chemistry Laboratory I & II	2
CHE 1213, 1223	General Chemistry I & II	6
**	PE, Military Sci or March Band	2
**	Electives	3
		<u>35</u>

### Sophomore

PSY 1513	General Psychology I	3
ECO 2113	Principles of Economics I	3
SPT 1113	Oral Communication	3
MAT 1823	Calculus I	3
PSC 1113	American National Government	3
PHY 2434, 2444	General Physics I & II	8
**	Electives	9
		<u>32</u>

\*\* Student will select with program adviser. Recommended electives include Psychology, Mathematics, Business Law, Sociology, Drafting, and Technical Courses.

## JOURNALISM

### Freshman

ENG 1113, 1123	English Composition I & II	6
JOU 1013	Practical Journalism	3
JOU 1113	Principles of Journalism I	3
**	PE, Military Sci, or March Band	2
HIS 1113, 1123	Western Civilization I & II	6
**	Mathematics OR Science	6
**	Electives	6
		<u>32</u>

### Sophomore

ENG 2233, 2243	English Literature I & II	6
JOU 1123	Principles of Journalism II	3
HIS 2213, 2223	American History I & II	6
ECO 2113	Principles of Economics I	3
PSC 1113	American National Government	3
**	Electives	11
		<u>32</u>

\*\* Student will select with program adviser. Recommended electives include courses in Language, Psychology, Philosophy, Typing, Sociology.



## PRE-LAW

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	PE, Military Sci or March Band . . . . .	2
HIS 1113, 1123	Western Civilization I & II . . . . .	6
PSC 1113	American National Government . . . . .	3
PSC 1123	American State & Local Government . . . . .	3
SPT 1113	Oral Communication . . . . .	3
SOC 2113	Introduction to Sociology	
	OR	
PSY 1513	General Psychology I . . . . .	3
**	Mathematics or Science . . . . .	6
		<hr/> 32

### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
HIS 2213, 2223	American History I & II . . . . .	6
ECO 2113	Principles of Economics I . . . . .	3
ACC 1214, 1224	Principles of Accounting I & II . . . . .	8
**	Electives . . . . .	9
		<hr/> 32

## MECHANICAL TECHNOLOGY

The Mechanical Technology curriculum is designed to develop technicians with the following: an ability to use physics and math as tools to the development of ideas that make use of scientific and technological principles, communications skills that include the ability to interpret, analyze, and transmit ideas graphically, orally and in writing, an understanding of the properties of materials commonly used in industry, an understanding of the principles of operation, function, and application of the tools of industry with a degree of skill in the operation of each, an ability to interpret drawing requirements for manufacturing including the ability to write specifications for all operations from raw materials to the finished product, a knowledge of business and industrial relations principles and their applications. Classroom theory is correlated with laboratory work in which the student becomes familiar with machines and practices of industry. During the sophomore year the student may select one of the Mechanical Technology fields of engineering, maintenance, production or quality control to specialize in.

\*\* Student will select with program adviser. Foreign language is recommended.

## The Programs of Study

The following are typical fields of employment:

### ENGINEERING

Engineer's Aid  
Test Technician  
Time & Motion Specialist  
Industrial Sales Specialist  
Purchasing Technician  
Technical Writer

### PRODUCTION

Production Manager  
Production Planner  
Production Estimator  
Job Planner  
Machinist Installation Technician  
Set-up Technician

### QUALITY CONTROL

Quality Control Technician  
Quality Control Inspector  
Metallurgical Technician  
Destructive Test Technician  
Non-destructive Test Technician

### MAINTENANCE

Maintenance Technician  
Maintenance Supply Technician  
Maintenance Inspector  
Preventative Maintenance Technician  
Safety Director

### Freshman

ENG 1113, 1123	English Composition I & II. . . . .	6
TRS 1613, 1623	Technical Math I & II . . . . .	6
**	PE, Military Sci, or March Band . . . . .	2
TMT 1614, 1634	Manufacturing Processes I & II . . . . .	8
TDR 1553	Fundamentals of Drafting . . . . .	3
TDR 1563	Machine Drafting . . . . .	3
TRS 1813	Tech. Applied Physics . . . . .	3
**	Electives . . . . .	<u>3</u>
		34

### Sophomore

TRS 1413	Basic Electricity . . . . .	3
**	Social Studies . . . . .	3
**	TMT Electives . . . . .	22
**	Electives . . . . .	<u>3</u>
		31

## MEDICAL LABORATORY TECHNICIAN

The Medical Laboratory Technician program is designed to prepare students to work in the Clinical Laboratory of hospitals, doctor's offices and clinics, and other related health facilities and to meet the standards for a registered A. S. C. P. Medical Laboratory Technician. Students are advised to start in the summer session. Graduation from the Medical Laboratory Technician program qualifies students to take a national examination under auspices of A. S. C. P. for certification as a Medical Laboratory Technician.

\*\*Student will select with program adviser.

## The Programs of Study

### Freshman

ENG 1113, 1123	English Composition I & II. . . . .	6
MAT 1313	College Algebra . . . . .	3
BIO 1852	Introduction to Clinical Laboratory . . .	2
CHE 1113, 1111 & 1413, 1411	Elements of Chemistry and Allied Health Chemistry OR	
*CHE 1211, 1213, 1221, 1223	General Chemistry . . . . .	8
BIO 2953	Parasitology . . . . .	3
BIO 2924	General Microbiology . . . . .	4
CHE 2713	Chemical Computation (Laboratory Math) . . . . .	3
BIO 2934	Pathogenic Microbiology . . . . .	4
PSY 1513	General Psychology . . . . .	3
BIO 2963	Immunology-Serology . . . . .	<u>3</u>
		39

### Summer

*BIO 1514, 1524	Anatomy and Physiology OR	
*BIO 2412, 2424	Zoology . . . . .	8
HIS 2213	American History . . . . .	<u>3</u>
		11

### Sophomore

BIO 2973	Immunohematology . . . . .	3
BIO 2932, 2933	Hematology. . . . .	5
CHE 2612, 2613	Clinical Chemistry . . . . .	5
CHE 2823	Clinical Instrumentation . . . . .	3
BIO 1512	Nephrology Laboratory (Urinalysis) . . . . .	<u>2</u>
		18

### Clinical Experience

MLS 1212, 2126	Clinical Experience . . . . .	18
----------------	-------------------------------	----

## MEDICAL RECORD TECHNICIAN

The Medical Record Technician Program is an Associate Degree, Technical Program designed to prepare students to work in the Medical Records Department of hospitals and other related health facilities and to meet the standards for an accredited record technician according to the American Medical Record Association. A varied program, including on the job training in an approved hospital, gives the student an opportunity to participate in a wide range of duties performed by this department of the hospital.

This program is primarily for students who have an interest in medicine but do not desire direct patient contact.

\*Consult with program adviser concerning choice of courses.

## The Programs of Study

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	PE, Military Sci, or March Band . . . . .	2
BIO 1514, 1524	Anatomy and Physiology I & II . . . . .	8
MRS 1113	Medical Record Science I . . . . .	3
MRS 1123	Medical Terminology . . . . .	3
MRS 1133	Medical Record Science II . . . . .	3
SEC 1113	Intermediate Typing . . . . .	3
SEC 1121	Machine Transcription. . . . .	1
**	Elective . . . . .	<u>3</u>
		32

### Sophomore

PSY 1513	General Psychology I . . . . .	3
SOC 2113	Introduction to Sociology . . . . .	3
MRS 2113	Medical Record Science III . . . . .	3
MRS 2133	Medical Record Science IV . . . . .	3
MRS 2147	Directed Practice I . . . . .	7
MRS 2157	Directed Practice II . . . . .	7
**	Electives . . . . .	<u>6</u>
		32

\*\* Student will select with program adviser. Speech, Microbiology or Advanced Medical Terminology recommended.

## MEDICAL TECHNOLOGY

### (Transfer Program)

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	PE, Military Sci or March Band . . . . .	2
CHE 1211, 1221	General Chemistry Lab I & II . . . . .	2
CHE 1213, 1223	General Chemistry I & II . . . . .	6
BIO 2414, 2424	Zoology I & II . . . . .	8
**	Social Studies . . . . .	6
MAT 1313	College Algebra . . . . .	3
MAT 1323	Trigonometry . . . . .	<u>3</u>
		36

#### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
CHE 2422, 2432	Organic Chemistry Lab I & II . . . . .	4
CHE 2423, 2433	Organic Chemistry I & II . . . . .	6
PHY 2434, 2444	General Physics I & II . . . . .	8
**	Psychology . . . . .	<u>6</u>
		30

\*\*Student will select with program adviser.

## The Programs of Study

### MUSIC

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	PE, Military Sci, or March Band . . . . .	2
MUS 1214, 1224	Theory I & II . . . . .	8
**	Applied Music . . . . .	4 or 6
**	Choir or Band . . . . .	2
HIS 1113, 1123	Western Civilization I & II . . . . .	6
**	Electives . . . . .	<u>3 or 6</u>
		31 or 36

#### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
MUS 2214, 2224	Theory III & IV . . . . .	8
**	Applied Music . . . . .	4 or 6
MUS 2113, 2123	Music History I & II . . . . .	6
MUS 1123	Music Literature Survey. . . . .	4
**	Band or Choir . . . . .	2
**	Electives . . . . .	<u>7</u>
		36 or 38

For voice, organ, and band majors, piano is required for two years. For piano and organ majors, accompanying and participation in band or choir is required for two years. For voice majors, choir is required for two years. For band majors, band is required for two years. Music 1112 may be applied toward theory requirements for junior college graduation.

### PRE-MEDICINE

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	PE, Military Sci or March Band . . . . .	2
CHE 1211, 1221	General Chemistry Lab I & II . . . . .	2
CHE 1213, 1223	General Chemistry I & II . . . . .	6
MAT 1313	College Algebra . . . . .	3
MAT 1323	Trigonometry . . . . .	3
BIO 2414, 2424	Zoology I & II . . . . .	8
**	Electives . . . . .	<u>3</u>
		33

#### Sophomore

CHE 2422, 2432	Organic Chemistry Lab I & II . . . . .	4
CHE 2423, 2433	Organic Chemistry I & II . . . . .	6
ENG 2233, 2243	English Literature I & II . . . . .	6
PHY 2434, 2444	General Physics I & II . . . . .	8
**	Electives . . . . .	<u>9</u>
		33

\*\*Student will select with program adviser.



## The Programs of Study

### NURSING SCIENCE (Two-Year Program)

Students must first be admitted to Hinds Junior College and write the Pre-Nursing Guidance Test before being considered for selection to the nursing program. The Pre-Nursing Guidance Test is scheduled through the Department of Nursing. Students who wish to major in Nursing Science will be selected for the program after personal interview with a member of the faculty and approval of the Selection Committee of the Department of Nursing.

#### Summer Session

BIO 1514, 1524 Anatomy & Physiology I & II: . . . . . 8

#### Fall

PSY 1513 General Psychology I . . . . . 3

CHE 1433 Introduction to Inorganic, Organic  
& Bio . . . . . 3

NUR 1118 Nursing Science I (Prerequisite:  
Anatomy & Physiology I & II). . . . . 8

#### Spring

PSY 1523 General Psychology II . . . . . 3

BIO 2924 Microbiology . . . . . 4

NUR 1128 Nursing Science II (Prerequisite:  
Nursing 1118) . . . . . 8  
37

#### Fall

ENG 1113 English Composition I . . . . . 3

SOC 2113 Introduction to Sociology . . . . . 3

NUR 2112 Nursing Science III (Prerequisite:  
Nursing 1128) . . . . . 12

#### Spring

ENG 1123 English Composition II . . . . . 3

SPT 1113 Oral Communication . . . . . 3

NUR 2122 Nursing Science IV (Prerequisite:  
Nursing 2112) . . . . . 12  
36

## The Programs of Study

### PRE-PHARMACY

Freshman		
BIO 2414, 2424	Zoology I & II . . . . .	8
CHE 1213, 1223	General Chemistry I & II . . . . .	6
CHE 1211, 1221	General Chemistry Lab . . . . .	2
ENG 1113, 1123	English Composition I & II. . . . .	6
MAT 1313	College Algebra . . . . .	3
MAT 1323	Trigonometry . . . . .	3
**	Electives . . . . .	<u>9</u>
		37

Sophomore		
BIO 1314	Botany I . . . . .	4
CHE 2423, 2433	Organic Chemistry I & II . . . . .	6
CHE 2421, 2431	Organic Chemistry Lab . . . . .	2
PHY 2434, 2444	General Physics I & II . . . . .	8
**	Electives. . . . .	<u>16</u>
		36

\*\*The choice of electives depends upon the school to which the student transfers. The student should select these electives with his program adviser.

### PHYSICAL EDUCATION

Freshman		
ENG 1113, 1123	English Composition I & II . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
HPR 1213	Personal & Community Health . . . . .	3
**	Science . . . . .	6
HIS 1113, 1123	Western Civilization I & II . . . . .	6
HPR 1313	Intro. to Health, PE & Recreation . . .	3
**	Electives . . . . .	<u>6</u>
		32

Sophomore		
ENG 2233, 2243	English Literature I & II . . . . .	6
HPR 2111, 2121	General PE Activities III & IV . . . . .	2
PSY 1513	General Psychology I . . . . .	3
**	Science . . . . .	6
SPT 1113	Oral Communication. . . . .	3
**	Social Studies . . . . .	6
**	Fine Arts . . . . .	3
**	Electives . . . . .	<u>3</u>
		32

\*\*Student will select with program adviser.

## The Programs of Study

### PHYSICAL SCIENCE

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	P.E., Military Sci or March Band . . . . .	2
*MAT 1313	College Algebra . . . . .	3
*MAT 1323	Trigonometry . . . . .	3
MAT 1823, 1833	Calculus I & II . . . . .	6
**	General Electives . . . . .	6
CHE 1211, 1221	General Chemistry Lab I & II . . . . .	2
CHE 1213, 1223	General Chemistry I & II . . . . .	6
PHY 2373	Physics with Calculus — I . . . . .	<u>3</u>
		37

#### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
**	General Electives . . . . .	6
CHE 2421, 2431, 2423, 2433	Organic Chemistry . . . . .	8
OR		
CHE 2422, 2432, 2423, 2433	Organic Chemistry . . . . .	10
OR		
**	Math Science Electives . . . . .	6
PHY 2383, 2393	Physics with Calculus — II & II . . . . .	6
MAT 2263, 2273	Calculus III & IV . . . . .	<u>6</u>
		30, 32, 34

\*MAT 1313, 1323 regarded as deficiency courses in some colleges.

\*\*Student will select with program adviser.

### POLICE SCIENCE

The Police Science Program provides educational experience from which the student can derive the knowledge and skills necessary to effectively fill a position in municipal, state, or federal law enforcement agencies.

#### Freshman

**	English . . . . .	6
**	PE, Military Sci or March Band . . . . .	2
PSC 1113	American National Government . . . . .	3
PSC 1123	American State & Local Government . . . . .	3
SOC 2113	Introduction to Sociology . . . . .	3
SOC 2123	Social Problems . . . . .	3
SOC 1313	Survey of Law Enforcement . . . . .	3
SOC 1323	Police Administration & Organization . . . . .	3
SOC 2313	Police Operations . . . . .	3
SOC 1333	Criminology . . . . .	<u>3</u>
		32

\*\*Student will select with program adviser.

## The Programs of Study

### Sophomore

PSY 1513, 1523	General Psychology I & II . . . . .	6
SPT 1113	Oral Communication . . . . .	3
**	Mathematics	
	OR	
DMT 1313	Business Mathematics . . . . .	3
SOC 2393	Criminalistics . . . . .	3
SOC 2333	Criminal Investigation . . . . .	3
SOC 2323	Criminal Law . . . . .	3
SOC 2413	Law of Evidence . . . . .	3
**	Electives . . . . .	<u>8</u>
		32

## REFRIGERATION AND AIR CONDITIONING TECHNOLOGY

The Technical Refrigeration and Air Conditioning Curriculum is designed to meet the needs of students who expect to be employed in the refrigeration industry and those students who are seeking advancement in the refrigeration and air conditioning field. Instruction covers five branches of the refrigeration industry: domestic equipment, commercial equipment, industrial equipment, unit air conditioners, and special problems in heating. The course is set up so that each student will have experience in the technical field to qualify him for jobs in several categories of the refrigeration industry. Some of the jobs are as follows: Air Conditioning Technician, Assistant Refrigeration Engineer, Cooling System Operator. Dealer, Heating and Ventilation Technician, Refrigeration Installer, Refrigeration Tester. Sales Representative, System Designer and Compressor Engine Technician.

### Freshman

**	English . . . . .	6
**	Mathematics . . . . .	6
**	PE, Military Sci or March Band . . . . .	2
TRS 1413	Basic Electricity . . . . .	3
TDR 1553	Fundamentals of Drafting . . . . .	3
TDR 1563	Machine Drafting . . . . .	3
TRA 1516, 1526	Refrigeration & Air Conditioning I & II . . . . .	<u>12</u>
		35

### Sophomore

TRS 1813, 1823	Technical Applied Physics I & II . . . . .	6
TMT 1403	Fundamentals of Machine Shop . . . . .	3
TRS 1313	Industrial Safety . . . . .	3
TRA 2536, 2546	Refrigeration & Air Conditioning III & IV . . . . .	<u>12</u>
**	Social Studies . . . . .	3
**	Electives . . . . .	<u>3</u>
		30

\*\*Student will select with program adviser.

## The Programs of Study

### RESPIRATORY THERAPY

Hinds Junior College, in cooperation with Mississippi Baptist Hospital, offers the Associate of Applied Science degree in Respiratory Therapy. With the successful completion of a 24-month technical program, the student is eligible to write the national examination to become a registered therapist (A.R.I.T.). Courses of the first year will be taken on the Hinds Junior College campus in Raymond; courses taken during the second year will be taken at the Mississippi Baptist Hospital, Jackson, Mississippi

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
CHE 1423, 1421	Allied Health Chemistry . . . . .	3, 1
CHE 1413	Organic and Biochemistry . . . . .	3
1411	Organic and Biochemistry Lab . . . . .	1
BIO 1514, 1524	Anatomy and Physiology . . . . .	8
BIO 2924	Microbiology . . . . .	4
BIO 1532	Nephrology . . . . .	2
PSY 1513	General Psychology I . . . . .	3
CHE 2523	Pharmacology . . . . .	3
HPR 1111, 1121	Physical Education . . . . .	<u>2</u>
		36

#### Summer

RTT 1123	Respiratory Therapy Theory . . . . .	3
RTT 2312	Conference and Clinical Experience I . . .	2
RTT 2163	Therapeutic Gas Administration I . . .	3
RTT 2322	Conference and Clinical Experience II . .	<u>2</u>
		10

#### Sophomore

RTT 2175	Therapeutic Gas Administration II. . . .	5
RTT 2223	Airway Management . . . . .	3
RTT 2116	Advance Physiology I . . . . .	6
RTT 2126	Advance Physiology II . . . . .	6
RTT 2235	Artificial Ventilation. . . . .	5
RTT 2253	Pulmonary Function Testing . . . . .	3
RTT 2412	Department & Personnel Management .	2
RTT 2334	Conference & Clinical Experience III . .	4
RTT 2343	Conference & Clinical Experience IV . .	<u>3</u>
		37

#### Summer

RTT 2353	Conference & Clinical Experience V. . .	3
RTT 2363	Conference & Clinical Experience VI . .	<u>3</u>
		6



## SECRETARIAL SCIENCE

### (Two-Year Program)

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
SSC 1203	Elementary Shorthand	
OR	OR	
SSC 1213	Intermediate Shorthand . . . . .	6
SSC 1103	Beginning Typewriting	
OR	OR	
SSC 1113	Intermediate Typewriting . . . . .	6
SSC 2523	Office Machines . . . . .	3
	Social Studies . . . . .	6
	Math or Science . . . . .	3
	Electives . . . . .	<u>2</u>
		32

#### Sophomore

SSC 2213	Advanced Shorthand . . . . .	3
SSC 2223	Dictation and Transcription . . . . .	3
SSC 2113	Advanced Typewriting . . . . .	3
SSC 2413	Secretarial Practice . . . . .	3
SSC 2513	Office Appliances . . . . .	3
SSC 1313	Records Management . . . . .	3
	Electives . . . . .	<u>14</u>
		32

## INTENSIVE CLERICAL TRAINING

### (One-Year Program)

#### First Semester

ENG 1113	English Composition I . . . . .	3
SSC 1313	Records Management . . . . .	3
SSC 1103	Beginning Typewriting . . . . .	3
OR	OR	
SSC 1113	Intermediate Typewriting	
	Electives . . . . .	<u>7</u>
		16

#### Second Semester

ENG 1123	English Composition II . . . . .	3
SSC 2513	Office Appliances . . . . .	3
SSC 1113	Intermediate Typewriting	
OR	OR	
SSC 2113	Advanced Typewriting . . . . .	3
SSC 2413	Secretarial Practice . . . . .	3
SSC 1121	Machine Transcription . . . . .	1
	Electives . . . . .	<u>3</u>
		16

## The Programs of Study

### INTENSIVE SECRETARIAL SCIENCE TRAINING (One-Year Program)

#### First Semester

ENG 1113	English Composition I . . . . .	3
SSC 1203	Elementary Shorthand . . . . .	3
OR	OR	
SSC 1213	Intermediate Shorthand	
SSC 1313	Records Management . . . . .	3
SSC 1103	Beginning Typewriting . . . . .	3
OR	OR	
SSC 1113	Intermediate Typewriting	
	Electives . . . . .	<u>4</u>
		16

#### Second Semester

ENG 1123	English Composition II . . . . .	3
SSC 2213	Advanced Shorthand	
OR	OR	
SSC 2223	Dictation and Transcription . . . . .	3
SSC 1113	Intermediate Typewriting	
OR	OR	
SSC 2113	Advanced Typewriting . . . . .	3
SSC 2413	Secretarial Practice . . . . .	3
SSC 1121	Machine Transcription . . . . .	1
	Elective . . . . .	<u>3</u>
		16

### SPEECH

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	PE, Military Sci or March Band . . . . .	2
**	History . . . . .	6
**	Science . . . . .	8
SPT 1113	Oral Communication . . . . .	3
SPT 1153	Voice & Diction . . . . .	3
SPT 1123	Argumentation & Debate I . . . . .	3
**	Fine Arts . . . . .	<u>3</u>
		34

#### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
SPT 2143	Oral Interpretation . . . . .	3
SPT 1213	Fundamentals of Theatre . . . . .	3
PSY 1513	General Psychology I . . . . .	3
**	Social Studies . . . . .	6
**	Electives . . . . .	<u>12</u>
		33

\*\*Student will select with program adviser.

## VETERINARY ASSISTANT

### Freshman

ENG 1113, 1123	English Composition . . . . .	6
**	Chemistry . . . . .	4
**	Mathematics . . . . .	3
AGR 1464	Animal Anatomy and Physiology . . . .	4
BIO 2924	Microbiology . . . . .	4
BIO 2933, 2932	Hemotology . . . . .	5
AGR 1453	Animal Restraint . . . . .	<u>3</u>
		29

### Sophomore

AGR 1214	Animal Science . . . . .	4
BIO 2953	Parasitology . . . . .	3
BIO 1512	Nephrology Lab . . . . .	2
**	Social Science . . . . .	3
AGR 2165	Veterinary Operating Room Techniques . . . . .	5
AGR 2466	Clinical and Hospital Techniques . . . .	6
**	Electives . . . . .	<u>9</u>
		32

## PRE-VETERINARY

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
*MAT 1313	College Algebra . . . . .	3
*MAT 1323	Trigonometry . . . . .	3
MAT 1823	Calculus I . . . . .	3
BIO 2414, 2424	Zoology I & II . . . . .	8
CHE 1211, 1221	General Chemistry Lab I & II . . . . .	2
CHE 1213, 1223	General Chemistry I & II . . . . .	6
PSC 1113	American National Government . . . . .	3
**	PE, Military Sci or March Band . . . . .	<u>2</u>

### Sophomore

30 or 36

CHE 2422, 2432	Organic Chemistry Lab I & II . . . . .	4
CHE 2423, 2433	Organic Chemistry I & II . . . . .	6
PHY 2434, 2444	General Physics I & II . . . . .	8
HIS 2213	American History I	
	OR	
HIS 2223	American History II . . . . .	3
**	Electives . . . . .	<u>13</u>

34

\* Students are expected to have sufficient proficiency in algebra and trigonometry from high school to be placed (by appropriate tests) in Mathematics 1323. In cases of deficiency the student will need to take Mathematics 1313 and/or Mathematics 1323 perhaps as deficiency credit.

\*\* Student will select with program adviser.



## **V. The Courses**





# Academic and Technical Course Description

On the following pages are listed and described all the academic and technical courses taught at Hinds Junior College. These courses are listed alphabetically and generally under their appropriate department or program.

The course description gives the following information:

1. Course number
2. A title or subject name
3. The number of hours of credit allowed upon successful completion

Example:

(COURSE NUMBER)	(TITLE OR SUBJECT NAME)	(CREDIT)
ACC 1213	Principles of Accounting I	3 SH
EDP 1014	Introduction to Data Processing and Programming	4 SH

This is followed by a description of the content of the course which may include the following:

1. Prerequisite — a course which must be taken prior to the listed course.
2. Co-requisite — a course which must be taken at the same time as the listed course.
3. Weekly participation. For example: (3 hr lecture, 2 hr lab)

Semester hours (SH) credit is given for academic and technical courses. Clock hours (CH) credit is given for vocational and continuing education courses. Semester hours (SH) and clock hours (CH) may both be recorded on a student's permanent record; however, they are not interchangeable.

The numbering system carried in this catalog was initiated in June, 1972, and complies with the Mississippi Junior College Uniform Course Numbering System. Prior systems include those from 1922 to May 1968 and June 1968 to June 1972.

## Accounting

**ACC 1213                    Principles of Accounting I                    3 SH**

Meaning and purpose of accounting, emphasizing the accounting cycle, special journals, notes and interest, inventories, accruals and deferrals, internal control and payrolls. Applicable to the Applied Science requirements in the Technical Secretarial Science program. (3 hr lecture)

**ACC 1223                    Principles of Accounting II                    3 SH**

(Prerequisite: ACC 1213) A second semester course in the fundamentals of accounting practice for partnerships, corporations, cost accounting, and financial statement analysis and evaluation. (3 hr lecture)

## Agriculture

**AGR 1115                    Agricultural Engineering Technology I                    5 SH**

(Co-requisite: AGR 1125) Beginning course in agricultural engineering technology. Instruction to include acetylene and electric welding, gas engines, principles of farm mechanization, farm machinery operation, and maintenance and customer services. (5 hr lecture)

**AGR 1125                    Agricultural Engineering Technology I, Laboratory                    5 SH**

(Co-requisite: AGR 1115) A laboratory course to accompany and be taken concurrently with AGR 1115. (10 hr lab)

**AGR 1135                    Agricultural Engineering Technology II                    5 SH**

(Co-requisite: AGR 1145) Advanced study in acetylene and electric welding. Principles of farm mechanization, power transmission, land preparation equipment, planting and tillage equipment, agricultural chemical equipment, and farm machinery operation and maintenance. (5 hr lecture)

**AGR 1145                    Agricultural Engineering Technology II, Laboratory                    5 SH**

(Co-requisite: AGR 1135) A laboratory course to accompany and be taken currently with AGR 1135. (10 hr lab)

**AGR 1214                    Animal Science                    4 SH**

Origin, history, characteristics, market classes, and grades of the major breeds of farm animals and poultry. (3 hr lecture, 2 hr lab)

**AGR 1313                    Plant Science                    3 SH**

Introductory course in plant life found on the farm. Special emphasis on structure of plants, plant growth, plant improvement, types of propagation, planting, cultivating, fertilizing, and harvesting. (2 hr lecture, 2 hr lab)

**AGR 1413      Farm Machinery      3 SH**

Proper care, principles of operation, adjustments, and repair of the different types of farm machinery; the proper selection of farm machinery; the selection and use of machines for the various soil types. (2 hr lecture, 2 hr lab)

**AGR 1453      Animal Restraint and Medications      3 SH**

Study and practice of restraining large and small animals, utilizing both chemical and physical means of safe and humane restraint. Basic terminology, usage measurement administration, and safe storage of drugs. (2 hr lecture, 2 hr lab)

**AGR 1464      Animal Anatomy and Physiology      4 SH**

Anatomy and physiology of large and small animals with emphasis on practical clinical application; the organization and function of the systems involved in the living parts which make up these systems. Selected cadavers dissected in the laboratory. (3 hr lecture, 2 hr lab)

**AGR 1614**      **Beef Cattle Management**      **4 SH**

Beef cattle management covering management practices and methods of accomplishing the practices. (3 hr lecture, 2 hr lab)

**AGR 1622      Farm Facilities      2 SH**

A study of buildings and equipment. Includes fences, barns, creeps, watering facilities, feeding areas, silos, feeding equipment used in the production of beef, dairy and swine. (1 hr lecture, 4 hr lab)

**AGR 1714      Parasites and Disease of Farm Animals      4 SH**

Consideration of common infections and non-infectious diseases affecting domestic animals with emphasis on large animals. Parasites related to horses, cattle, sheep and hogs; morphology, life history, symptoms, preventions control, and treatment. (3 hr lecture, 2 hr lab)

**AGR 1716**      **Meat Technology**      **6 SH**

Applied study of the slaughtering, chilling, cutting, wrapping, and freezing of beef, pork, and lamb. A study of legislation dealing with meat processing; labor management and plant operation. (3 hr lecture, 6 hr lab)

**AGR 2115                      Agricultural Engineering Technology III                      5 SH**

(Co-requisite: AGR 2125) Advanced study in power transmission, operation and maintenance of harvesting equipment, agricultural chemical equipment, hydraulics, diesel engines, and agricultural sales. (5 hr lecture)

**AGR 2125      Agricultural Engineering Technology III, Laboratory      5 SH**

(Co-requisite: AGR 2115) A laboratory course to accompany and be taken currently with AGR 2115. (10 hr lab)

## The Courses

### **AGR 2135            Agricultural Engineering Technology IV            5 SH**

(Co-requisite: AGR 2145) Advanced study of all phases of farm machinery operation and maintenance, sales and distribution, dealer services, and customer relations. (5 hr lecture)

### **AGR 2145            Agricultural Engineering Technolgoey IV, Laboratory    5 SH**

(Co-requisite: AGR 2135) A laboratory course to accompany and be taken concurrently with AGR 2135. (10 hr lab)

### **AGR 2165            Veterinary Operating Room Techniques            5 SH**

Study and practical application of sterile technique, preparation of the surgical site, operating room conduct, assisting the surgeon and dental prophylaxis; the principles of radiography, the use of disinfectants and antiseptics in veterinary medicine; nomenclature and basic uses of surgical instruments; preparation of packs, gowns, gloves, etc.; the use of sterilization equipment; and classification and physical properties of anesthetics used in large and small animal veterinary medicine and surgery. (3 hr lecture, 4 hr lab)

### **AGR 2223            Feeds and Feeding            3 SH**

Study of the digestion and assimilation of the nutrients fed to the various kinds of farm livestock, balance methods of a ration, and recommendation for preparing and feeding livestock the year round. (2 hr lecture, 2 hr lab)

### **AGR 2233            Meats Processing            3 SH**

Survey of the meat industry - killing, cutting, curing, cooling, care and storage of meat products. Detailed study of meat, animal carcasses, and wholesale and retail meat products. (1 hr lecture, 4 hr lab)

### **AGR 2242            Meat Animal Evaluation            2 SH**

Estimation of the value of live animals subsequently related to actual cut out values of the carcasses. (4 hr lab)

### **AGR 2253            Livestock Judging            3 SH**

Scoring of individuals and judging of representative groups of livestock from the standpoint of the breeder and the market. (1 hr lecture, 4 hr lab)

### **AGR 2314            Basic Soils            4 SH**

Study of the formation of soils, analysis of soils, correction of soil problems; the study of composition and application of fertilizers. (3 hr lecture, 2 hr lab)

### **AGR 2323            Plant Propagation            3 SH**

Study of the basic principles and practices involved in the propagation of plants, by seed, cuttings, grafting, and division. (3 hr lecture, 2 hr lab)



**AGR 2466      Clinical and Hospital Techniques      6 SH**

Study and practical application of basic clinical techniques required of the veterinary technician, terminology, usage, measurement, administration, drug inventory, and safe storage of drugs. (3 hr lecture, 6 hr lab)

**AGR 2614      Swine Management      4 SH**

Feeding, management, breeding, production, and marketing of swine. (3 hr lecture, 2 hr lab)

**AGR 2624      Physiology of Reproduction      4 SH**

Study of the reproductive systems of the male and female bovine. A full study of reproductive physiology and the application of scientific practices. (3 hr lecture, 2 hr lab)

**AGR 2712      Farm Pastures      2 SH**

Study of the establishment, nutritive value, use, yield, and maintenance of pasture plants and their relationship to livestock programs. (1 hr lecture, 2 hr lab)

**AGR 2713      Principles of Agriculture Economics      3 SH**

A general course in the basic principles of economics and their application to agriculture. Special emphasis placed on economic problems of agriculture. American economic development, production, and business organization; the law of diminishing returns, some principles of trade and production, farm organization, exchange value and the market price, cost of production, price level movement, and the farm problem and the government. (3 hr lecture)

**AGR 2722      Livestock Marketing      2 SH**

The present system of marketing livestock; principles, functions, agencies, and methods used in the marketing process. (1 hr lecture, 2 hr lab)

## Art

**Art 1123      Understanding the Visual Arts      3 SH**

Introduction to art forms from the various fields of visual art. Broad historical survey of architecture, sculpture, painting, and the minor arts. Stress on contributions of other cultures. (3 hr lecture)

**ART 1243      Inventive Crafts      3 SH**

Survey of art-craft ideas and production methods, Emphasis on creative invention. (3 hr directed class activities, 3 hr outside class work )

**ART 1313      Drawing I      3 SH**

Study of basic principles of drawing methods and techniques with emphasis on line, perspective, and shading. Perceptual and manipulative exercises using ink, pencil, and charcoal. (1 hr lecture, 5 hr lab)



## The Courses

### ART 1323      Drawing II      3 SH

(Prerequisite: ART 1313) Drawing with selected media with emphasis on composition in studies of landscape, still life, figure drawing, and selected matter. (1 hr lecture, 5 hr lab)

### ART 1413      Design I      3 SH

Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of composition and color theory. (2 hr lecture, 4 hr lab)

### ART 1423      Design II      3 SH

(Prerequisite: ART 1413) Continuation of basic principles and elements of design. Creative approach to three-dimensional design. Study of methods and techniques in contemporary design. (2 hr lecture, 4 hr lab)

### ART 2333      Introduction to Graphics      3 SH

(Prerequisite: ART 1413 and 1423 or consent of instructor) Relief painting, intaglio, and serigraphy with emphasis on process and basic skills. (1 hr lecture, 5 hr lab)

### ART 2513      Painting I      3 SH

(Prerequisite: ART 1313 and 1413 and Sophomore standing ) Introduction to painting, principles, and techniques in oil medium. (1 hr lecture, 5 hr lab)

### ART 2523      Painting II      3 SH

(Prerequisite: ART 1313 and 1413 and Sophomore standing ) Principles and techniques in painting with synthetic media. (1 hr lecture, 5 hr lab)

### ART 2533      Painting III      3 SH

(Prerequisite: ART 1313 or consent of instructor) Introduction to water-color painting. Emphasis on development of individual technique, selection of subject matter, and preparation of materials. (3 hr directed class activities, 3 hr outside class work )

### ART 2613      Ceramics I      3 SH

Principles and methods of pottery making. Projects using slab, coil, hump mold, clay sculpture, and introduction to the potter's wheel. (1 hr lecture, 5 hr lab)

### ART 2623      Ceramics II      3 SH

Prerequisite: ART 2613) Continuation of ART 2613 with emphasis on production by use of the potter's wheel. (1 hr lecture, 5 hr lab)

### ART 2713      Art History I      3 SH

Survey course in historical background of art forms from Prehistoric to Renaissance. Emphasis placed on painting, architecture, and sculpture related to history. (3 hr lecture) Open to all students.

## ART 2723 Art History II

**3 SH**

Renaissance to Twentieth Century. Special emphasis on modern expression in the fields of art. (3 hr lecture) Open to all students.

## ART 2913 Special Studio

3 SH

(Prerequisite: 6 semester hours of work in related studio) Independent study in an area of special interest. (1 hr critique, 5 hr lab)

## Banking and Finance Technology

## BFT 1113 Principles of Banking Operations

### 3 SH

The fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) prospective. Descriptive orientation intentional. (3 hr lecture)

## BFT 1123 Money and Banking

### 3 SH

The practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussion on the banking industry in affecting yield curves and the structuring of portfolios. (3 hr lecture)

## BFT 1133 Bank Management

**3 SH**

New trends in the philosophy and practice of management. Study and application of the principles outlined provide a working knowledge of bank management. (3 hr lecture)

## BFT 1143 Savings and Time Deposit Banking

### 3 SH

Historical development of savings institutions and an awareness of the basic economic function of the savings process as related to current operations and policies. Begins with a review of the economics of the savings process to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Review of different types of financial savings to describe the system of financial flows of income to capital investment. (3 hr lecture)

## BFT 1153 Bank Letters and Reports

3 SH.

For bank officers, supervisors, and employees who dictate or review correspondence. The mechanical forms of bank letters and the psychological principles that help the letter writer achieve best results. Reviews letter forms, emphasizes fundamental principles underlying modern correspondence, and examines different kinds of bank letters. (3 hr lecture)



**BFT 2413      Trust Functions and Services      3 SH**

A complete picture of the services rendered by institutions engaged in trust business. An introduction to the services and duties involved in trust operations. Identifies the distinction between business and legal aspects of trust functions. (3 hr lecture)

**BFT 2513      Fundamentals of Bank Data Processing      3 SH**

To meet the need for a broadly based and non-technical explanation of electronic data processing as applied to banks. Geared to fundamental principles, concepts, and functions on the basis of what everyone in banking must know about the characteristics of automation: a general briefing on the essentials of bank data processing. A practical approach to equipment and techniques applied to the automation of banking systems. (3 hr lecture)

## **Biology**

**BIO 1133      General Biology I      3 SH**

Study of general biological principles, history of life and a biosystematic survey in general education sequence. Not designed for science or science-related majors and may not be used as prerequisite or in combination with BIO 1314, 1324, 2414, or 2424. (2 hr lecture, 2 hr lab)

**BIO 1143      General Biology II      3 SH**

Continuation of BIO 1133. Same restrictions. (2 hr lecture, 2 hr lab)

**BIO 1314      Botany I      4 SH**

An introduction to the study of plant life. A study of structure and functions of seed plants. (3 hr lecture, 2 hr lab)

**BIO 1324      Botany II      4 SH**

Continuation of BIO 1314. A study of Phyla other than seed plants. (3 hr lecture, 2 hr lab)

**BIO 1512      Nephrology Laboratory      2 SH**

Analysis of both normal and abnormal microscopic elements; chemical procedures for albumin, reducing agents, and electrolytes. Applicable to applied science requirements in the Medical Laboratory Technician Program. (4 hr lab)

**BIO 1514      Anatomy and Physiology I      4 SH**

(Prerequisite: 1 unit of high school biology or BIO 1133 or its equivalent) Fundamental principles in the structure and function of the human body. Emphasis devoted to the introductory biological principles, cell physiology, and a comprehensive coverage of the basic organ system of man. (3 hr lecture, 2 hr lab)



<b>BIO 1524</b>	<b>Anatomy and Physiology II</b>	<b>4 SH</b>
(Prerequisite: BIO 1514) Continuation of BIO 1514. (3 hr lecture, 2 hr lab)		
<b>BIO 1532</b>	<b>Nephrology</b>	<b>2 SH</b>
Anatomy and Physiology of the kidney and its relationship with respiratory and metabolic pH. Applicable to applied science requirements in the Respiratory Therapy Technology Program. (2 hr lecture)		
<b>BIO 1534</b>	<b>Histological Techniques</b>	<b>4 SH</b>
Techniques of fixing, embedding, sectioning, mounting, and staining animal tissue for microscopic studies. For Biology majors and Medical Laboratory Technicians. (2 hr lecture, 4 hr lab)		
<b>BIO 1852</b>	<b>Introduction to Clinical Laboratory</b>	<b>2 SH</b>
General summary of diagnostic laboratory work. Rules and regulations of general conduct in a hospital laboratory. (2 hr lecture)		
<b>BIO 2414</b>	<b>Zoology I</b>	<b>4 SH</b>
Study of biological principles integrated with a phylogenetic approach to invertebrates. Laboratory study and dissection of typical examples. For non-science of science majors. (3 hr lecture, 2 hr lab)		
<b>BIO 2424</b>	<b>Zoology II</b>	<b>4 SH</b>
(Prerequisite: BIO 2414) A continuation of BIO 2414. Study of Chordates with emphasis on vertebrates. Laboratory study and dissection of vertebrates. (3 hr lecture, 2 hr lab)		
<b>BIO 2924</b>	<b>Microbiology</b>	<b>4 SH</b>
General basic principles of microbiology. Special emphasis devoted to cell structure, metabolism, nutrition, sterilization techniques, pathogenic forms of bacteria, fungi, rickettsiae, and viruses. Applicable to applied science requirements in Medical Laboratory Technician Program (3 hr lecture, 2 hr lab)		
<b>BIO 2932</b>	<b>Hematology Laboratory</b>	<b>2 SH</b>
(Co-requisite: BIO 2933) Laboratory course using diagnostic tests for studies of the blood taught in the lecture. Applicable to applied science requirements in the Medical Laboratory Technician Program. (6 hr lab)		
<b>BIO 2933</b>	<b>Hematology</b>	<b>3 SH</b>
(Co-requisite: BIO 2932) Studies of the blood and blood forming tissues, hematopoiesis, morphology of cells, hemastasis and hemolytic discrasis. Applicable to applied science requirements in Medical Laboratory Technician Program. (3 hr lecture)		
<b>BIO 2934</b>	<b>Pathogenic Microbiology</b>	<b>4 SH</b>
(Prerequisite: BIO 2924) Identification and culture methods for pathogenic bacteria. Applicable to applied science requirements in Medical Laboratory Technician Program. (2 hr lecture, 4 hr lab)		



**BIO 2953      Parasitology      3 SH**

Epidemiology, morphology, and importance of animal parasites with emphasis on those affecting man. For Medical Laboratory Technicians and Biology majors. (2 hr lecture, 2 hr lab)

**BIO 2963      Immunology and Serology      3 SH**

Formation of antibodies and their reactions against specific antigens. Includes serological procedures of medical importance. Applicable to applied science requirements in Medical Laboratory Technician Program. (2 hr lecture, 2 hr lab)

**BIO 2973      Immunohematology      3 SH**

(Prerequisite: BIO 2963) Blood cell antigens and their antibodies. Includes procedures performed in hospital blood banking. Applicable to applied science requirements in Medical Laboratory Technician Program. (1 hr lecture, 4 hr lab)

## **Brass (Music)**

ALL STUDENTS DESIRING ENROLLMENT IN BRASS MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

**BRA 1511      Class Brass I      1 SH**

Lessons in rudiments of brass instruments for music majors and others who have need for the basic fundamentals of brass. (2 hr lab)

**BRA 1521      Class Brass II      1 SH**

Continuation of BRA 1511. (2 hr lab)

**BRA 1531      Elective Brass I      1 SH**

Open to students who are interested in participating in band or orchestra. (Two half-hr lessons per week, one hr practice daily)

**BRA 1541      Elective Brass II      1 SH**

Continuation of BRA 1531. (Two half-hr lessons per week, one hr practice daily)

**BRA 1552      Music Education Brass I      2 SH**

Music Education majors and non-music majors who meet instructor's requirements. (Two half-hr lessons per week, two hrs practice daily)

**BRA 1562      Music Education Brass II      2 SH**

Continuation of BRA 1552. (Two half-hr lessons per week, two hrs practice daily)

**BRA 1573      Brass Majors I      3 SH**

(Two half-hr lessons per week, three hrs practice daily)

## The Courses

- BRA 1583**      **Brass Majors II**      **3 SH**  
Continuation of BRA 1573. (Two half-hr lessons per week, three hrs practice daily)
- BRA 2531**      **Elective Brass III**      **1 SH**  
Continuation of BRA 1541. (Two half-hr lessons per week, 1 hr practice daily)
- BRA 2541**      **Elective Brass IV**      **1 SH**  
Continuation of BRA 2531. (Two half-hr lessons per week, 1 hr practice daily)
- BRA 2552**      **Music Education Brass III**      **2 SH**  
Continuation of BRA 1562. (Two half-hr lessons per week, two hrs practice daily)
- BRA 2562**      **Music Education Brass IV**      **2 SH**  
Continuation of BRA 2552. (Two half-hr lessons per week, 2 hrs practice daily)
- BRA 2573**      **Brass Majors III**      **3 SH**  
Continuation of BRA 1583. (Two half-hr lessons per week, three hrs practice daily)
- BRA 2583**      **Brass Majors IV**      **3 SH**  
Continuation of BRA 2573. (Two half-hr lessons per week, 3 hrs practice daily)

## Business Administration

- BAD 2223**      **Business Statistics**      **3 SH**  
(Prerequisite: MAT 1313 and MAT 1323 or 1433) Statistical series, frequency distribution, measure of central tendency; dispersion and skewness, trend, seasonal and cyclical variations, linear correlation, the normal curve, index numbers, presentation of data, collection of data, and sampling. Designed primarily for non-transfer students. (3 hr lecture)
- BAD 2413**      **Business Law I**      **3 SH**  
Fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention to an introduction to law, contract, bailment, agency, personal and real property, bankruptcy, and negotiable instruments. (3 hr lecture)

# Chemistry

Any chemistry lecture course having a concurrent lab course must be accompanied by that lab course unless the student's program of study does not require the lab. An exception is made if the student has previously earned credit in either the lab or lecture, in which case either may be taken without the other. Anyone withdrawing from either lecture or lab must withdraw from both except during the last week of regularly scheduled classes of each regular semester. (During summer sessions, withdrawal from either lecture or lab is permitted during the last two class days of each session.)

**CHE 1111            Elements of Chemistry Laboratory            1 SH**

(Co-requisite: CHE 1113) Selected laboratory procedures to illustrate principles taught in lecture. (3 hr lab)

**CHE 1113            Elements of Chemistry            3 SH**

(Prerequisite: One unit of high school algebra. Co-requisite: CHE 1111) Lectures, demonstrations, films, and quizzes. Primarily designed to prepare the student for CHE 1213 and must therefore be followed by both CHE 1213 and 1223 to meet the requirements for physical science, engineering, pre-medical, pre-veterinary, pre-pharmacy, pre-dental, medical technology, biology majors, or other students requiring a second course in chemistry. (3 hr lecture)

**CHE 1121            General Chemistry Laboratory I            1 SH**

(Co-requisite: CHE 1213) Selected laboratory procedures to illustrate the principles taught in lecture. Special attention given to qualitative analysis (cations and anions), to quantitative procedures both gravimetric and volumetric as well as instrumental, and to environmental chemistry. (3 hr lab)

**CHE 1213            General Chemistry I            3 SH**

(Prerequisite: Two years of high school algebra or one year of high school algebra and credit in or concurrent enrollment in MAT 1233 or its equivalent and a minimum score of 40 on the Toledo Placement Test or credit in CHE 1111 and 1113. A minimum Toledo score of 35 is acceptable if a student's math ACT score is 25 or above. Co-requisite: CHE 1211.) The fundamental principles of inorganic chemistry which assumes some prior knowledge of these principles. Special attention given to atomic structure, chemical bonding, equilibrium, and environmental chemistry. Primarily for physical science, engineering, pre-medical, pre-veterinary, pre-pharmacy, pre-dental, medical technology, and biology majors. (3 hr lecture)

**CHE 1221            General Chemistry Laboratory II            1 SH**

(Prerequisite: CHE 1211. Co-requisite: CHE 1223) Selected laboratory procedures to illustrate the principles taught in lecture. A continuation of CHE 1211. (3 hr lab)

- |  |  |             |
|--|--|-------------|
| <b>CHE 1223</b>  | <b>General Chemistry II</b>  | <b>3 SH</b> |
| (Prerequisite: CHE 1213. Co-requisite: CHE 1221) Continuation of CHE 1213. (3 hr lecture)  |  |             |
| <b>CHE 1311</b>  | <b>Principles of Chemistry Laboratory I</b>                            | <b>1 SH</b> |
| (Co-requisite: CHE 1313) Selected procedures to illustrate the principles taught in lecture. (3 hr lab)  |  |             |
| <b>CHE 1313</b>  | <b>Principles of Chemistry I</b>                                       | <b>3 SH</b> |
| (Co-requisite: CHE 1311) Lectures, demonstrations, films, and quizzes. Properties of matter and application of principles. Primarily for students in home economics, agriculture, and physical education. Not acceptable for physical science majors or for pre-medical, engineering, pre-pharmacy, pre-dental or biological science majors. (3 hr lecture ) |  |             |
| <b>CHE 1321</b>  | <b>Principles of Chemistry Laboratory II</b>                           | <b>1 SH</b> |
| (Prerequisite: CHE 1311. Co-requisite: CHE 1323) Selected procedures to illustrate the principles taught in lecture. (3 hr lab)  |  |             |
| <b>CHE 1323</b>  | <b>Principles of Chemistry II</b>                                      | <b>3 SH</b> |
| (Prerequisite: CHE 1313. Co-requisite: CHE 1321) Continuation of CHE 1313. (3 hr lecture)  |  |             |
| <b>CHE 1411</b>  | <b>Introductory Organic and Bio-chemistry Laboratory</b>               | <b>1 SH</b> |
| (Co-requisite: CHE 1413) Selected procedures to illustrate principles taught in lecture. (3 hr lab)  |  |             |
| <b>CHE 1413</b>  | <b>Introductory Organic and Bio-chemistry</b>                          | <b>3 SH</b> |
| (Prerequisite: CHE 1113 or CHE 1213 or CHE 1423. Co-requisite: CHE 1411) Fundamentals of organic and biological chemistry. A study of organic compounds of biological importance and some of the fundamental chemical processes associated with human bio-chemistry. (3 hr lecture)  |  |             |
| <b>CHE 1421</b>  | <b>Chemistry for Allied Health Laboratory</b>                          | <b>1 SH</b> |
| (Co-requisite: CHE 1423) Selected procedures to illustrate principles taught in lecture. (3 hr lab)  |  |             |
| <b>CHE 1423</b>  | <b>Chemistry for Allied Health</b>                                     | <b>3 SH</b> |
| (Co-requisite: CHE 1421) Demonstrations, films, and quizzes. Properties of matter and application of principles. Primarily for students in the allied health programs. (3 hr lecture)  |  |             |
| <b>CHE 1431</b>  | <b>Introduction to Inorganic, Organic and Bio-Chemistry Laboratory</b> | <b>1 SH</b> |
| (Co-requisite: CHE 1433) Selected laboratory procedures to illustrate principles taught in lecture with emphasis on clinical application. (3 hr lab)   |  |             |



## CHE 1433 Introduction to Inorganic, Organic, and Bio-chemistry 3 SH

(Co-requisite: 1431) Introduction to inorganic, organic, and bio-chemistry with some of the fundamental chemical processes associated with human bio-chemistry. (3 hr lecture)

CHE 1513	Environmental Awareness I	3 SH
----------	---------------------------	------

Survey of science dealing with social and environmental problems and emphasizing the relevance of chemistry, biology, and related fields to the student's daily life. A scientific, but non-technical, approach to many current problems, including environmental quality, energy utilization and shortage, population growth, and drug use and abuse. Designed for any student who wants to understand the present concern with environmental problems. (3 hr lecture)

<b>CHE 1523</b>	<b>Environmental Awareness II</b>	<b>3 SH</b>
-----------------	-----------------------------------	-------------

Continuation of CHE 1513. (3 hr lecture)

## CHE 1533 Environmental Chemistry I 3 SH

(Prerequisite or co-requisite: CHE 1221 & 1223) Fundamental study of water quality involving chemical pollutants. Emphasis on (1) lecture material dealing with sources and effects of the common chemical pollutants, (2) laboratory and field testing of water samples, and (3) design and implementation of a plan to study water quality on an actual system. Recommended as an elective for students majoring in chemistry, chemical engineering, and biology. (2 hr lecture, 3 hr lab)

## CHE 1543      Environmental Chemistry II      3 SH

(Prerequisite: CHE 1533) Fundamental study in air quality and pesticide contamination. Emphasis on (1) lecture material concerning sources and effects of common chemical pollutants, (2) lecture material on chemical nature and environment problems of pesticides and herbicides, (3) laboratory and field testing for air pollutants, and (4) laboratory testing for organic residues in environmental samples. (2 hr lecture, 3 hr lab)

## CHE 2411      Introductory Organic Chemistry Laboratory      1 SH

(Co-requisite: CHE 2413) Selected laboratory procedures to illustrate principles taught in lecture. (3 hr lab)

## CHE 2413      Introductory Organic Chemistry      3 SH

(Prerequisite: CHE 1223 or CHE 1323. Co-requisite: CHE 2411) Brief course in fundamentals of organic chemistry for students of agriculture, home economics, and others in programs requiring only one semester of organic chemistry. (3 hr lecture)

## CHE 2421      Organic Chemistry Laboratory I      1 SH

(Co-requisite: CHE 2423) Selected laboratory procedures to illustrate principles taught in lecture. (3 hr lab)



<b>CHE 2422</b>	<b>Organic Chemistry Laboratory I</b>	<b>2 SH</b>
(Co-requisite: CHE 2423) Selected laboratory procedures to illustrate principles taught in lecture. (6 hr lab)		

<b>CHE 2423</b>	<b>Organic Chemistry I</b>	<b>3 SH</b>
(Prerequisite: CHE 1223. Co-requisite: CHE 2421 or CHE 2422) Introductory course which includes a study of nomenclature, structure, properties, synthesis, unknowns, and general applications of the fundamental types of organic compounds. (3 hr lecture)		

CHE 2431	Organic Chemistry Laboratory II	1 SH
(Co-requisite: CHE 2433) Selected laboratory procedures to illustrate principles taught in lecture. (3 hr lab)		

CHE 2432	Organic Chemistry Laboratory II	2 SH
(Co-requisite: CHE 2433) Selected laboratory procedures to illustrate principles taught in lecture. (6 hr lab)		

**CHE 2433                      Organic Chemistry II                      3 SH**  
(Prerequisite: CHE 2423. Co-requisite: CHE 2431 or CHE 2432) Continuation of CHE 2423. (3 hr lecture)

<b>CHE 2523</b>	<b>Introduction to Clinical Pharmacology</b>	<b>3 SH</b>
(Prerequisite: CHE 1213 or CHE 1423 or CHE 1433 AND BIO 1514)		
Introduction to pharmacology through presentations designed to encourage critical evaluation of the various drugs, their mode of action, proper dosage, and possible side effects. Correlation of appropriate drugs with disease states currently under study in Introduction to Clinical Medicine. Emphasis on effective pharmacologic therapy for common pathologic conditions and selection of drugs based on a careful analysis of the individual patient. (3 hr lecture)		

<b>CHE 2612</b>	<b>Clinical Chemistry Laboratory</b>	<b>2 SH</b>
(Co-requisite: CHE 2613) Selected laboratory procedures to illustrate principles taught in lecture. Applicable to applied science requirements in the Medical Laboratory Technician Program. (6 hr lab)		

<b>CHE 2613</b>	<b>Clinical Chemistry</b>	<b>3 SH</b>
(Prerequisite: CHE 1211 & 1213 or CHE 1411 & 1413. Co-requisite: CHE 2612) Study of inorganic and organic compounds of biological importance in the fundamental chemical processes of human bio-chemistry. Diagnostic chemistry procedures for aiding in diagnosis of disease processes. Diagnostic tests in bio-chemistry including those for carbohydrates, nitrogenous compounds, lipids, enzymes, and electrolytes. Applicable to applied science requirements in the Medical Laboratory Technician Program. (3 hr lecture)		

**CHE 2713                      Chemical Computation                      3 SH**

(Prerequisite: four semester hours credit from the following: CHE 1111, 1113, or CHE 1211, 1213, or CHE 1421, 1423) Involves mathematics used in all medical laboratory procedures. Logarithms, ration, elementary algebra, normal and molar solutions. Applicable to applied science requirements in the Medical Laboratory Technician Program. (3 hr lecture)

**CHE 2823                      Clinical Instrumentation                      3 SH**

(Prerequisite: CHE 1211, 1213 or CHE 1411, 1413) Study of instruments used for diagnostic procedures in the clinical laboratory. Applicable to applied science requirements in the Medical Laboratory Technician Program. (3 hr lecture)

## **Commercial Design & Advertising**

**CDA 1123                      Display Design                      3 SH**

(Prerequisite: ART 1313 and ART 1413) Three dimensional design emphasis in commercial window, counter, and interior display. (6 hr lab)

**CDA 1143                      Commercial Design and Advertising Laboratory                      3 SH**

A laboratory course designed to provide selected experiences involving layouts, renderings, illustrations, lettering, paste-ups, mechanicals, and camera-ready art. Available to CDA students only. (6 hr lab)

**CDA 2113                      Basic Advertising Design I                      3 SH**

(Prerequisite: ART 1313) Basic letter forms, layout designs, album covers, newspaper ads, mechanical color separations, and darkroom techniques. (6 hr lab)

**CDA 2123                      Basic Advertising Design II                      3 SH**

(Prerequisite: CDA 2113) Continuation of Basic Advertising Design I developing composition, an advertising campaign, and advertising production utilizing air brush techniques, mechanical color separations, color key, duo-tones, and acetate screens and lettering. (6 hr lab)

**CDA 2153                      Commercial Design and Advertising Laboratory II                      3 SH**

(Prerequisite: CDA 1143) Continuation of CDA 1143. (6 hr lab)

**CDA 2163                      Commercial Design & Advertising Seminar                      3 SH**

Sophomore portfolio preparation & simulated job experiences or control class for on-the-job training. Available to CDA students only. (1 hr lecture; 6 hr per week simulation or on-the-job, minimum)

## Communications

COM 1116            Communications            6 SH

Basic concepts of planning and developing written and oral communication, with emphasis on application of the concepts. Includes related skills in reading, listening, and visual perception. Equivalent to and may be substituted for ENG 1113 and SPT 1113. (6 hr lecture)

## Cooperative Education

CP 1010 First Work Semester. (Prerequisite: Approval of Co-op Office, acceptance by employing organization, and admission to Hinds Junior College)

CP 1020 Second Work Semester. (Prerequisite: CP 1010)

CP 1030 Third Work Semester. (Prerequisite: CP 1020)

## Dental Assisting

DAS 1111            Orientation            1 SH

Beginning course in dental assisting. The development, function, status, and organization of the dental profession; and of the legal, ethical, moral and professional responsibilities of the dental assistant. (1 hr lecture)

DAS 1123            Dental Materials            3 SH

Study of the physical and chemical properties of dental materials. Lab sessions include measuring, manipulating, and preparing dental materials for use in the dental operatory and dental laboratory. (2 hr lecture, 2 hr lab)

DAS 1133            Practice Management            3 SH

Comprehensive study of the dental office business procedures. Topics covered: patient contact, patient records, insurance, financial records, telephone usage, office management, and professional ethics. (3 hr lecture)

DAS 1143            Dental Health Education            3 SH

Study of the nutritional needs of the body. Emphasis on nutritional requirements for maintaining good oral hygiene. Comprehensive study of the dental assistant's responsibilities in patient education as related to good oral health. (3 hr lecture)

DAS 1213            Dental Science I            3 SH

Physiology, anatomy, and morphology as related to the oral cavity. Content is organized to include a study of the body systems, the anatomy of the head and neck, and the form of each of the 32 teeth. (3 hr lecture)

**DAS 1223      Dental Science II      3 SH**

(Prerequisite: Dental Science I) Course dealing with microbiology, embryology, pathology, and pharmacology as related to dentistry. Content organized to give the student basic information required for effective dental assisting. (3 hr lecture)

**DAS 1314      Chairside Assisting I      4 SH**

Comprehensive study of information relating to assisting at the dental chair. Laboratory sessions include all phases of chairside assisting from seating the patient to post operative care of the treatment room. (2 hr lecture, 6 hr lab)

**DAS 1323      Chairside Assisting II      3 SH**

(Prerequisite: DAS 1314 Chairside Assisting I) Continuation of the study of information related to assisting at the dental chair. Emphasis on techniques utilized in performing all dental procedures at the chair. Special consideration to assisting in the dental specialties. (2 hr lecture, 2 hr lab)

**DAS 1333      Chairside Assisting III      3 SH**

(Prerequisite: Chairside Assisting I) Continuation of Chairside Assisting I with emphasis placed on assisting in expanded duties. Actual practice of expanded duties in the laboratory area. (2 hr lecture, 2 hr lab)

**DAS 1413      Clinical Experience      3 SH**

Supervised clinical experience in two authorized dental offices. 16 clock hours weekly performing at the dental chair, in the laboratory, and at the front desk.

**DAS 1422      Specialty Clinical Experience      2 SH**

Supervised clinical experience in an authorized dental specialty office. (4 hr lab)

**DAS 1513      Radiology I      3 SH**

The principles involved and safety precautions in dental radiology. Laboratory sessions include positioning, exposing, processing, and mounting bite-wing, occlusal, and periapical dental radiographs. (2 hr lecture, 2 hr lab)

**DAS 1523      Radiology II      3 SH**

(Prerequisite: Radiology I) Continuation of Radiology I. (2 hr lecture, 2 hr lab)

## **Dietetic Technician Program**

**DDT 1113      Food Service Systems Management I      3 SH**

First in a series of four integrated courses in institutional food management. An overview of the basic fundamentals: food acceptance, food combinations, specification, selection, purchasing, storage, menu structure, food preparation, and legislation. (2 hr lecture, 2 hr lab)



## The Courses

- DTT 1123      Food Service Systems Management II      3 SH**  
(Prerequisite: DTT 1113) Detailed study of quantity food preparation with emphasis on: quantity menu structure; food, service, and recipe standardization; food quality evaluation, utilization of left-overs; merchandising and promotion. Convenience foods and product development briefly surveyed. (2 hr lecture, 2 hr lab)
- DTT 1213      Nutrition Care I      3 SH**  
Background understanding of food and habits in relation to nutrition. Emphasis on nutrition care throughout the life cycle, digestion, metabolism, and body functions. (3 hr lecture)
- DTT 1223      Nutrition Care II      3 SH**  
Fundamentals of nutrition in health care. Instruction in routine hospital diets; food allowances and diet writing. Emphasis on: terminology, diet foods, and patient tray set-up. (3 hr lecture)
- DTT 1312      Health Field Study Seminar      2 SH**  
Guest speakers, field trips, and multi-media materials presented to define relationships existing between health care occupations (2 hr lecture)
- DTT 1413      Safety and Sanitation      3 SH**  
Detailed study into sanitary practices in food service. Emphasis on micro-organisms, food spoilage, foodborne illness, personal hygiene, safety standards. Cleaning procedures discussed. (3 hr lecture)
- DTT 1511      Supervised Field Experience I      1 SH**  
Supervised practical experience in an authorized health care facility. Forty-five clock hours plus one hour per week seminar with director of program.
- DTT 1522      Supervised Field Experience II      2 SH**  
Ninety clock hours of practical experience in an authorized facility plus one hour per week seminar with program director.
- DTT 1533      Supervised Field Experience III      3 SH**  
One hundred and thirty-five clock hours of practical experience plus one hour seminar per week with program director.
- DTT 2133      Food Service Systems Management III      3 SH**  
Detailed study of institutional food service organization and administration to cover administrative leadership personnel management; cost control; data processing; employee selection, training, and scheduling. (3 hr lecture)
- DTT 2143      Food Service Systems Management IV      3 SH**  
Kitchen designs; delivery systems; use, care, and specification of equipment; housekeeping; time and motion study. (3 hr lecture)



DTT 2341	Dietetic Seminar	1 SH
----------	------------------	------

Research carried out by the student in major areas of Dietetics: the field, the roles, and responsibilities. (1 hr lecture)

DTT 2444	Supervised Field Experience V	4 SH
----------	-------------------------------	------

One hundred eighty clock hours of practical experience plus one hour per week seminar with program director.

**DTT 2533                      Supervised Field Experience IV                      3 SH**

One hundred and thirty-five clock hours of practical experience plus one hour per week seminar with program director.

## Distribution & Marketing Technology

<b>DMT 1111</b>	<b>Business Training I</b>	<b>1 SH</b>
-----------------	----------------------------	-------------

Control class for on-the-job training in retail merchandising. Available to DMT students only. (1 hr lecture, fifteen on-the-job training hours per week, minimum)

DMT 1121	Business Training II	1 SH
----------	----------------------	------

Control class for on-the-job training in retail merchandising. Available to DMT students only. (1 hr lecture, fifteen on-the-job training hours per week, minimum)

<b>DMT 1193</b>	<b>Work Experience &amp; Project</b>	<b>3 SH</b>
-----------------	--------------------------------------	-------------

Minimum of 200 hours of work experience in the summer as approved by the DMT Department and the employing firm. Written report or project also required. Course available to DMT students only. (1 hr lecture)

DMT 1213	Salesmanship	3 SH
----------	--------------	------

The salesman in relation to his firm, his products, and his customers. Emphasis on the pre-approach, approach, demonstration, handling of objections, and the close of a sale. (3 hr lecture)

<b>DMT 1243</b>	<b>Simulated Business Training I</b>	<b>3 SH</b>
-----------------	--------------------------------------	-------------

Introductory job procedures involving job application and interview, employer-employee relations, customer relations, company policies, rules, and regulations. Also experiences in selling, package wrapping, and cash register operation. (3 hr lecture)

<b>DMT 1313</b>	<b>Business Mathematics</b>	<b>3 SH</b>
-----------------	-----------------------------	-------------

Emphasis on the study of the fundamental processes, fractions, decimals, percentages, and problem solving. Application of fundamental processes to business problems. (3 hr lecture)



**DMT 2263            Simulated Business Training II            3 SH**

Selected experiences involving buying, sales promotion, inventory procedures, and marketing research. (3 hr lecture)

**DMT 2513            Principles of Management            3 SH**

Study of the basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in the business enterprise. (3 hr lecture)

**DMT 2523            Marketing and Management Cases            3 SH**

(Prerequisites: DMT 2213 and DMT 2513) Selected case studies in marketing and management to give the student greater depth in business decision making. (3 hr lecture)

## **Economics**

**ECO 1133            Consumer Economics            3 SH**

Introduction to basic concepts of economics and consumer behavior. Emphasis on basic economic principles and current economic problems and policies, consumer buying and budgeting, consumer credit acquisition and utilization, insurance, and estate planning. Applicable to applied science requirements in two-year secretarial science program.

**ECO 2113            Principles of Economics I            3 SH**

(Prerequisite: Sophomore standing) Introduction to economic principles, problems and policies with emphasis on the level of national income, employment, and prices. (3 hr lecture)

**ECO 2123            Principles of Economics II            3 SH**

(Prerequisite: ECO 2113) Continuation of ECO 2113, with emphasis on production, price, and distribution theory under various degrees of competition. (3 hr lecture)

## **Electronic Data Processing**

**EDP 1014            Introduction to Data Processing Programming            4 SH**

(No prerequisite) Survey of data processing from manual systems through computer systems. Emphasis on practical application of data processing to business problems. Includes operation of keypunch, unit record, and computing machines, and an introduction to program flowcharting. (3 hr lecture, 3 hr lab)

**EDP 1111            Keypunch & Verifier            1 SH**

Study of data organization, card coding, and key punch operation as well as practice in actual keypunch operation. (2 hr lab for nine weeks)

## The Courses

**EDP 1417      Computing Systems Fundamentals and Basic Operations**

7 SH

Introduction to computing by means of IBM Systems/360, System/370, operating systems concept and facilities, and training computer operators for input/output devices. (130 hrs lecture and lab)

## EDP 1426      Advanced Operations

6 SH

Study of systems operator training, job control language, operating system service programs, and HASP operating system. (110 hrs lecture and lab)

## EDP 1443 Introduction to Programming

3 SH

Study of fundamentals of programming along with language overviews.  
(49 hrs lecture and lab)

## EDP 1614      Keypunch Operation

4 SH

(Prerequisite: One year of high school typing or SSC 1103 and credit for or enrollment in EDP 1014) Designed to develop a proficiency in keypunch operation. Study of how to operate the keypunch and practice in keypunch operation. (1 hr lecture, 6 hr lab)

## EDP 1714 Computer Operations

4 SH

(Prerequisite: EDP 1014) Designed to develop proficiency in computer operations. Some unit record operation and practice in utilizing utility programs and reacting to error situations on computer systems. Data control also practiced. (2 hr lecture, 4 hr lab)

## EDP 1815 RPG Programming I

5 SH

(Prerequisite: EDP 1014) Designed to introduce the student to the Report Program Generator (RPG) programming language. Practice in writing, compiling, debugging, testing, and documenting RPG programs which utilize the basic features of the language. (2 hr lecture, 6 hr lab)

## EDP 2115 Computer Business Applications

5 SH

(Prerequisite: EDP 1324) Concepts for detail study of data processing machines. Discussion of functions and capabilities of data processing machines with programming drills, exercises, case studies which bridge gap from academic to real world data processing. (3 hr lecture, 4 hr lab)

## EDP 2123      Systems Analysis &amp; Design I

3 SH

(Prerequisite: Credit for or enrollment in EDP 2154) Use of data processing equipment and management sciences meeting information needs of business. Development and design of data processing systems. Three stages in evolution of system, analysis of present information flow, systems specifications and equipment selections, implementation of system. (3 hr lecture)



**EDP 2133            Other Programming Languages            3 SH**

(Prerequisite: EDP 2123) Programming system concepts prerequisite to mastering any systems with minimum of instruction. Qualifies student to analyze, evaluate, and make minor modifications to such systems. Treats individual phases of selected system in detail so student learns advanced programming and logic decision technique as applied in sophisticated systems. Designed so that student gains insight into functions of advanced programming systems and manner of performing tasks without learning actual programming language of systems. (3 hr lecture)

**EDP 2163            Systems Analysis & Design II            3 SH**

(Prerequisite: EDP 2123) Continuation of EDP 2123. (3 hr lecture)

**EDP 2419            COBOL            9 SH**

Study of ANS COBOL including efficiencies and controls in data processing systems. (156 hrs lecture and lab)

**EDP 2436            Basic Systems and Dumps            6 SH**

Introduction to systems analysis techniques, controls in data processing systems, and dumping and reading MVT operating systems. (107 hrs lecture and lab)

**EDP 2429            Advanced Systems Analyst Training            9 SH**

Continuation of systems analysis with controls in data processing systems, file organization and accessing methods, data base concepts and methods, and teleprocessing systems concepts. (163 hrs lecture and lab)

**EDP 2443            Management Development            3 SH**

Study of supervising performance reviews that build commitment and computer concepts for management. (65 hrs lecture and lab)

**EDP 2815            COBOL Programming I            5 SH**

(Prerequisite: EDP 1014) Designed to introduce the student to the Common Business Oriented Language (COBOL). Practice in writing, compiling, debugging, testing, and documenting COBOL programs which utilize the basic features of the language. Necessarily includes a study of flowcharting programs. (3 hr lecture, 4 hr lab)

**EDP 2825            RPG Programming II            5 SH**

(Prerequisite: EDP 1815, enrollment in EDP 2163) Continuation of EDP 1815. Includes use of most of the features of the RPG language. Special emphasis on systems of programs, multifile applications, and documentation. (2 hr lecture, 6 hr lab)

**EDP 2835            COBOL Programming II            5 SH**

(Prerequisite: EDP 2815, enrollment in EDP 2163) Continuation of EDP 2815. Includes use of most of the features of the COBOL language. Special emphasis on systems of programs, multifile applications, and documentation. (2 hr lecture, 6 hr lab)



## **Educational Psychology**

(See also Psychology)

**EPY 2543            Educational Psychology            3 SH**

(Prerequisite: PSY 1513 and sophomore standing) Examination of learning as it occurs in the school situation. Includes the roles and functions of the teacher as related to motivation, socialization, reinforcement, programmed instruction, creative thinking, effectiveness of learning, educational measurement, and special problems. (3 hr lecture)

## **Engineering**

**EGR 2121            Computer Programming for Engineering Students            1 SH**

Introduction to the theory of digital computing machines. Basic computational techniques; computer programming using Fortran. Designed for and limited to sophomore engineering students. (3 hr lab)

**EGR 2413            Engineering Mechanics            3 SH**

(Prerequisite: PHY 2434 or 2373 and credit or registration in MAT 2263) Statics. (3 hr lecture)

**EGR 2424            Electric Circuit Theory            4 SH**

(Prerequisite: Credit or registration in MAT 2253) Fundamental concepts and laws, network analysis and theorems, state variable formulation, Laplace transform, forced and transient response, steady-state response. Coupled circuits, two part network. (4 hr lecture)

## **English**

**ENG 1113            English Composition I            3 SH**

Emphasis on the basic principles of communication with special attention given to the writing of informal and formal papers. (3 hr lecture)

**ENG 1123            English Composition II            3 SH**

(Prerequisite: ENG 1113 or ENG 1213) A continuation of the writing skills learned in ENG 1113 with special emphasis on the writing of more sophisticated compositions. (3 hr lecture)

**ENG 1213            Honors Composition I            3 SH**

Substitutes for ENG 1113. Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization of material, and precise writing. Enrollment by invitation. (3 hr lecture)

1

3 SH

<b>ENG 2233</b>	<b>English Literature I</b>	<b>3 SH</b>
-----------------	-----------------------------	-------------

<b>ENG 2243</b>	<b>English Literature II</b>	<b>3 SH</b>
-----------------	------------------------------	-------------

ENG 2253 American Literature I 3 SH

**ENG 2263**      **American Literature II**      **3 SH**

ENG 2513	Occupational Writing	3 SH
----------	----------------------	------

<b>ENG 2523</b>	<b>Professional Writing</b>	<b>3 SH</b>
-----------------	-----------------------------	-------------

127

## The Courses

### ENG 2613      Honors English Literature I      3 SH

(Prerequisite: six semester hours in Freshman Composition) Substitutes for ENG 2233. Open to students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. An individualized program which attempts to program the study of literature to the student's major interests and skills. Scheduled group meetings, conferences, and seminars rather than regular class meetings. Enrollment by invitation. (3 hr lecture)

### ENG 2623      Honors English Literature II      3 SH

(Prerequisite: six semester hours in Freshman Composition) Substitutes for ENG 2243. A continuation of Honors Literature I. (3 hr lecture)

## **Fire Protection and Safety Technology**

### TFS 1813      Introduction to Fire Technology      3 SH

A survey of and introduction to incidents of fire; the principles of fire prevention, suppression, and protection; a review of municipal fire protection ratings and components; survey of professional fire protection career opportunities. (3 hr lecture)

### TFS 1823      State and Local Fire Laws      3 SH

The study of the law as it affects the fireman, his duties, responsibilities, and authority as governed by law. (3 hr lecture)

### TFS 1833      Fire Fighting Tactics and Strategy I      3 SH

A study of the basic concepts involved in fire fighting, including fire behavior, fire fighting fundamentals, principles of extinguishment; the proper role for and utilization of various fire companies, preplanning fire tactics. (2 hr lecture, 2 hr lab)

### TFS 1843      Fire Fighting Tactics and Strategy II      3 SH

A study of the principles utilized on fire ground for maximum manpower and equipment utilization; fire ground administration starting with a small fire on up through major conflagrations; emphasis will be on developing thinking skills in relations to crises. (2 hr lecture, 2 hr lab)

### TFS 1853      Fire Protection Organization and Administration      3 SH

Principles of organization and administration in fire protection of municipal organizations; duties and responsibilities of the company officer; a study of company personnel management and training, budgeting, records and reports, and public relations. (3 hr lecture)

**TFS 1863      Fire Prevention and Investigation      3 SH**

Survey of the principles of fire prevention and investigation; a study of fire hazards in various occupancies, a review of fire prevention codes; a study of fire hazards in various occupancies, a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, to include surveying and mapping, recognition and elimination of fire hazards, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence. (2 hr lecture, 2 hr lab)

**TFS 2813      Basic Electricity for Fireman      3 SH**

Study of the theory of electricity, as applied to electrical installations. Study of basic circuits, over-current protection, and control devices that are used in residential, industrial, and fire alarm applications. Emphasis on proper installation to conform to National Electrical Code requirements. Study of the types of fixed extinguishing systems, standard and special fire alarm and fire detection systems, their operation, installation requirements, testing, inspection and maintenance. (2 hr lecture, 2 hr lab)

**TFS 2823      Hydraulics      3 SH**

Study of fluids in motion and at rest. The behavior and effects of water in and through appliances, pumps, and pipes. Practical application of principles and calculations. (2 hr lecture, 2 hr lab)

**TFS 2833      General Insurance      3 SH**

Fundamental course covering all fields of insurance. Philosophy and principles of insurance, contracts, endorsements, assignments, rate charging, reserves, and state supervision. Fire and casualty insurance emphasized, types of policies, selection, rate making, settlement of claims, handling of risk, and self-insurance, types of rating schedules, and methods of determining fire rating classification. (3 hr lecture)

**TFS 2843      Inspection Principles and Practices      3 SH**

Study of the fundamentals of fire inspections including standards, techniques of evaluation of hazards as to degree of the hazard, and practical recommendations. Reports including maps and sketches of each building inspected. On-the-site inspection of buildings to locate hazards and to recommend safe practices and improvements (1 hr lecture, 4 hr lab)

**TFS 2853      Water Distribution      3 SH**

Sprinkler and Standpipe Systems. Measurement of fluid flow and methods of determining quantities of water available from a distribution system. Efficiency in fluid movement and system design. Types of sprinkler and standpipe systems, codes governing installation, water supply requirements, testing, inspection, and maintenance. (2 hr lecture, 2 hr lab)

**TFS 2863      Drafting and Blueprint Reading for Firemen      3 SH**

Interpretation of architectural drawings for code requirements, classifications, building materials, heating and cooling systems, and safety requirements. In a laboratory experience, practical experience in the interpretation of drawings. (1 hr lecture, 4 hr lab)



## The Courses

### **TFS 2873      Industrial Hazards and Fire Prevention      3 SH**

Study of hazardous processes in industries such as petroleum, furniture, chemical, metal, and textile, and the protection and precautions needed for personnel and property safety. Hazards related to heating plants, electrical systems, and storage in all industries. (3 hr lecture)

### **TFS 2913      Fire Codes and Building Construction      3 SH**

Study of codes and standards used in building and transportation; role of the State Fire Officials; fixed fire protection devices; survey of research and standards developments. (3 hr lecture)

### **TFS 2923      Chemistry and Radiation Hazards      3 SH**

Intensive study and analysis of the special hazards encountered in the chemical and petroleum industries, radiation hazards, effects of radiation on humans, exposure control, uses of radio-active materials, transportation, storage, application of special inspection procedures. (3 hr lecture)

### **TFS 2933      Fire Protection Law      3 SH**

Study of law in relation to fire protection. Torts, term and contract studies by case method. Liability of fire protection personnel when making inspections, recommendations, fighting fires, and other tasks. Pertinent laws, ordinances, and codes and the responsibilities and powers of the individual organization concerning enforcement. (3 hr lecture)

### **TFS 2943      Industrial Safety and Security      3 SH**

Fundamental study of industrial safety records, development of safeguards, accident costs, and causes, job safety analysis, plans designed for safety and safety maintenance. Methods of eliminating hazards including color coding, guards, and personnel protective equipment. Study of the precautions and safeguards essential to protecting lives during fires in various types of occupancies. Exit code requirements, personnel protective devices, and practical safeguards. Review of case histories of fires and explosions resulting in loss of life to determine how these tragedies can be prevented. (3 hr lecture)

## **Geography**

### **GEO 1123      Principles of Geography      3 SH**

Basic content of geography, planetary relationships of the earth, interpretation and use of maps, elements of weather and climate, regional distribution of climatic elements and the interrelationship of man's physical and cultural landscapes. Supplemented by correlated reading and audio-visual materials. (3 hr lecture)



## Geology

GLY 1111      Physical Geology Laboratory      1 SH

Laboratory course which may accompany GLY 1113. Study of the common rocks and minerals and topographic maps and geologic maps. Required for geology majors. (2 hr lab)

GLY 1113      Physical Geology      3 SH

Study of the earth, its materials and forces acting upon them, and the landforms and their development. (3 hr lecture)

GLY 1121      Historical Geology Laboratory      1 SH

(Prerequisite: GLY 1111) Laboratory course which may accompany GLY 1123. Study of fossils and of geologic maps. Required for geology majors. (2 hr lab)

GLY 1123      Historical Geology      3 SH

Study of the earth, its history and development and its life, as revealed by the character and fossil content of rock. (3 hr lecture)

## Graphics

GRA 1132      Graphic Communications      2 SH

Theory and practice in engineering drawing to enable the student to visualize and produce acceptable freehand and mechanical drawings as required in his course of study. (1 hr lecture, 5 hr lab)

GRA 1142      Visualization and Graphic Design      2 SH

(Prerequisite: GRA 1132 or its equivalent) Theory and problems designed to develop the ability to visualize points, lines, and surfaces in space; to relate them to each other; and to apply these relationships in the solution of engineering problems. (Same as descriptive geometry.) (2 hr lecture, 3 hr lab)

## Health, Physical Education, Recreation

HPR 1111      General P E Activities I      1 SH

Includes individual and team sports, health, rhythms and recreational activities. Divided into units that coincide with the regular nine-weeks school term according to the season, each unit complete within itself. Units include: beginning and intermediate tennis; archery; basketball; volleyball; badminton; softball; corrective and posture exercises; fundamentals; tumbling and stunts; contemporary folk and square dance; health and personal care; recreational sports such as pingpong, shuffleboard, table games; and varsity athletics. Required uniform: white socks and tennis shoes, maroon shorts and white shirt; available in the campus bookstore. (2 hr lab)

## The Courses

- HPR 1121**            **General P E Activities II**            **1 SH**  
A continuation of HPR 1111. (2 hr lab)
- HPR 1213**            **Personal and Community Health**            **3 SH**  
Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. (3 hr lecture)
- HPR 1313**            **Introduction to Health, Physical Education and Recreation**            **3 SH**  
Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of students to opportunities in the field. (3 hr lecture)
- HPR 1811**            **Hi-Steppers I Training Group**            **1 SH**  
(Prerequisite: Approval of instructor and a physical examination) Elementary dance techniques designed to prepare students for the regular performing Hi-Stepper group. Dance training includes classical ballet exercises, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control (5 hr lab)
- HPR 1821**            **Hi-Steppers II Training Group**            **1 SH**  
Continuation of HPR 1811. (5 hr lab)
- HPR 2111**            **General P E Activities III**            **1 SH**  
Continuation of HPR 1111 & 1121. (2 hr lab)
- HPR 2121**            **General P E Activities IV**            **1 SH**  
Continuation of HPR 1111, 1121, & 2111. (2 hr lab)
- HPR 2212**            **First Aid**            **2 SH**  
Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. (2 hr lecture)
- HPR 2323**            **Recreational Leadership**            **3 SH**  
Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. (3 hr lecture)
- HPR 2423**            **Football Theory**            **3 SH**  
(Prerequisite: Practice with intercollegiate football squad) Theoretical study of football, offensive, defensive, including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. (3 hr lecture)

HPR 2433	Basketball Theory	3 SH
----------	-------------------	------

(Prerequisite: Practice with intercollegiate basketball squad) Theoretical study of basketball, offensive and defensive, including the study and teaching of fundamentals and team organization. (3 hr lecture)

HPR 2443      Athletic Training and Treatment of Injuries      3 SH

Practical study of safety and first aid, taping, bandaging, and use of massage; use of heat, light, and water in the treatment and prevention of injuries; conditioning athletes as to diet, rest, work, and proper method of procedures in training for sports. (3 hr lecture)

HPR 2811      Hi-Steppers III      1 SH

(Prerequisite: Approval of instructor) Regular performing Hi-Stepper group. Participation in this group includes satisfactory mastering of advanced dance routines and precision drills for appearances at state and national programs of a civic nature and at football games, parades, and conventions. Continued course in self-improvement and choreography. Required uniform: white shorts, white long-sleeved T-Shirt, and white boots. (5 hr lab)

HPR 2821      Hi-Steppers IV      1 SH

A continuation of HPR 2811. (5 hr lab)

HPR 2961 Law Enforcement Fitness I 1 SH

Rules and regulations of competitive sports, latest techniques of body exercises (calisthenics), and efficient use of modern firearms utilized by law enforcement agencies. Off-campus course open only to police science majors. (34 hr lecture & lab per semester)

HPR 2971	Law Enforcement Fitness II	1 SH
----------	----------------------------	------

Continuation of HPR 2961. (34 hr lecture & lab per semester)

## History

HIS 1113	Western Civilization I	3 SH
----------	------------------------	------

Survey of the history of man - his government, economic, social, religious, intellectual, and esthetic activities from the earliest time to the middle of the seventeenth century. (3 hr lecture)

## HIS 1123 Western Civilization II 3 SH

Continuation of HIS 1113 including European colonizations and imperialism in Asia, in Africa, and in the Americas; revolutionary movements of the 18th and 19th centuries; the movements leading to World War I, the aftermath of the war, the global events preceding the second World War conflict; the Second World War; recent international developments. (3 hr lecture)

## The Courses

### **HIS 1513                      Honors Western Civilization I                      3 SH**

Substitutes for HIS 1113. Survey of the history of man, his government, economic, social, religious, intellectual, and esthetic activities from the earliest time to the middle of the seventeenth century. Special projects and recitation required. Instructor approval required. (3 hr lecture)

### **HIS 1523                      Honors Western Civilization II                      3 SH**

Substitutes for HIS 1123. Continuation of HIS 1513 including European colonizations and imperialism in Asia, in Africa, and in the Americas; revolutionary movements of the 18th and 19th centuries; the movements leading to World War I, the aftermath of the war, the global events preceding the second World conflict; the Second World War; recent international developments. Special projects and recitations required. Instructor approval required. (3 hr lecture)

### **HIS 2213                      American (US) History I                      3 SH**

Survey of political, economic, and social developments to 1877. (3 hr lecture)

### **HIS 2223                      American (US) History II                      3 SH**

Continued survey of political, economic, and social development since 1877. (3 hr lecture)

### **HIS 2513                      Honors American (US) History I                      3 SH**

Substitutes for HIS 2213. Survey of political, economic, and social developments to 1877. Special projects and recitations required. Instructor approval required. (3 hr lecture)

### **HIS 2523                      Honors American (US) History II                      3 SH**

Substitutes for HIS 2223. Continued survey of political, economic, and social developments since 1877. Special projects and recitations required. Instructor approval required. (3 hr lecture)

## **Home Economics**

### **HEC 1213                      Food Selection & Preparation                      3 SH**

Practical knowledge of nutrition and its relation to health. Principles of food selection. Meal planning, preparation, and service. Principles of cookery stressed. Required of majors in home economics. Elective for others. (1 hr lecture, 4 hr lab)

### **HEC 1242                      Survey Course in Nutrition (Non-Majors)                      2 SH**

Planned for non-home economics majors. Nutritional needs of the body and proper selection of foods emphasized. Laboratory experiences in modern preparation and serving family meals. (1 hr lecture, 2 hr lab)

**HEC 1313                      Elementary Clothing                      3 SH**

Application of art principles in individual planning and buying. Emphasis on standards for selection and construction of various fabrics. Experiences in constructions, presentation of garments, and use of equipment. Required of majors in home economics. Elective for others. (1 hr lecture, 4 hr lab)

**HEC 1332                      Survey Course in Clothing (Non-Majors)                      2 SH**

Planned for non-home economic majors. Study of appropriate dress with emphasis on standards for selection and construction of clothing. Garments constructed in the laboratory. (1 hr lecture, 2 hr lab)

**HEC 1413                      Marriage and Family Living                      3 SH**

Designed to give a better understanding of the factors that contribute to success and happiness in family relationships. Preparation for marriage; functions of modern homes; social and community influences; adjustment for family living. Readings to supplement the text. Open to men and women. (3 hr lecture)

**HEC 2213                      Meal Management                      3 SH**

(Prerequisite: HEC 1213) Continuation of the study of the body's need for food. Emphasis on more advanced meal planning, preparation, service, and preservation of food. Scientific principles of cookery stressed. (1 hr lecture, 4 hr lab)

**HEC 2313                      Clothing Construction                      3 SH**

(Prerequisite: HEC 1313) Study of fibers, weaves, fabric finishes, and care of textiles. Further principles of selection and construction applied to various fabrics. Advanced techniques of construction with emphasis on basic tailoring. (1 hr lecture, 4 hr lab)

**HEC 2413                      Introduction to Home Furnishings                      3 SH**

Study of housing standards, factors influencing the selection of family shelter, house planning in relation to needs and income, and the selection and arrangement of household furniture and furnishings. (3 hr lecture)

## **Hotel, Motel and Restaurant Management**

**HMR 1812                      Orientation for the Hospitality Industry                      2 SH**

Seminar of lectures and discussions on opportunities, trends, problems and organizations in the hospitality field. Guest speakers from the industry to address the class on current problems and opportunities. (2 hr lecture)



## The Courses

### **HMR 1813      Hotel-Motel Front Office Procedures      3 SH**

Detailed study of the functions pertaining to Front Office operation. Interpretation of internal systems and an understanding of the duties of Room Clerk, Reservation Clerk, Mail Clerk, Cashier, Night Auditor, and Service. Student projects and field trips required. (3 hr lecture)

### **HMR 1814      Basic Food Preparation      4 SH**

Familiarization with tools and equipment, kitchen organization, study of recipes of basic foods, purchasing, storage, and preparation. Lab fee. (3 hr lecture, 3 hr lab)

### **HMR 1824      Quantity Foods      4 SH**

(Prerequisite: HMR 1814) Continuation of study in food preparation with emphasis on quantity preparation. Special instruction in the arts of food preparation. Ice carving, special sauces, cake decoration, hors d'oeuvres trays, gum paste, display food pieces. Demonstrations by area chefs. Lab fee. (3 hr lecture, 2 hr lab)

### **HMR 1833      Hotel-Motel Restaurant Accounting      3 SH**

Detailed study in accounting and systems as identified with the industry. Interpretation and value of cost controls. Taxes, licenses and regulations of beverages. Inventory controls. (3 hr lecture)

### **HMR 2113      Profitable Food and Beverage Management I      3 SH**

Management responsibilities, menu writing and planning. Food purchasing, receiving, and storage procedures. Food and Beverage Service in various types of food establishments. (3 hr lecture)

### **HMR 2123      Profitable Food and Beverage Management II      3 SH**

(Prerequisite: HMR 2113) Employee training and food preparation. Beverage purchase and service. Banquets. Kitchen planning for food establishments. Aspects for food control. Payroll control. Production schedules. Attention to proper use and maintenance of equipment. Heavy emphasis on institutional food service. (3 hr lecture)

### **HMR 2414      Sales, Marketing, and Promotion      4 SH**

Methods and tools used in convention sales. Importance of convention and group business to certain properties. Promotion methods and ideas, student projects, guest speakers, films, field trips, and industry tours. (4 hr lecture)

### **HMR 2824      Hotel-Motel and Restaurant Seminar      4 SH**

Control class for on-the-job training in mid-management. Available to HMR students only. Involves student participation and critique of various phases within the hospitality industry. Includes weekly discussions with industry leaders and participation in special planned functions carried out as group assignments. (6 hr lecture)

**HMR 2844      Safety, Sanitation and Housekeeping      4 SH**

Various causes and prevention of accidents in the hospitality industry. Effective methods of sanitary control for food establishments. Familiarization with duties and responsibilities of the executive housekeeper. (3 hr lecture, 2 hr lab)

## Journalism

**JOU 1013      Practical Journalism      3 SH**

(Prerequisite: JOU 1113) Laboratory course devoted to practical journalistic methods as exemplified in the student newspaper, yearbook, and off-campus publications. Experience in make-up, headlining, copyreading, proof-reading, page proof-reading, and news evaluation. (2 hr lecture, 2 hr lab)

**JOU 1113      Principles of Journalism I      3 SH**

Fundamentals of newspaper writing, combined with actual working experience on the staff of the HINDSONIAN, semi-weekly student publication. Basic training in simple and complex news writing, society and sports writing, feature writing, editing, and editorial writing. (3 hr lecture)

**JOU 1123      Principles of Journalism II      3 SH**

Preparation of advertising copy and layouts for newspapers, agencies, and retail advertising. Types of layouts; copy writing and proofreading, with emphasis on proof marks. (3 hr lecture)

## Mathematics

**MAT 1233      Intermediate Algebra      3 SH**

(Prerequisite: 1 unit of high school algebra or permission of the Mathematics staff) Designed for students whose preparation in algebra is inadequate for regular college algebra. Review of the fundamental operations; fractions; exponents, linear equations; systems of equations; ratio and proportion. (3 hr lecture)

NOTE: This course is not open to students with credit in MAT 1313 or to students who have had more than one unit in high school algebra unless recommended by the Mathematics staff. Frequently credit in MAT 1233 will not transfer to senior colleges.

**MAT 1313      College Algebra      3 SH**

(Prerequisite: at least 1½ units of high school algebra) Sets and numbers; the algebra of numbers as a logical system; extension of the logic of algebra; inequalities, absolute values, and coordinate systems; functions and their graphical representation; linear and quadratic functions; determinants; polynomial functions; inverse functions; permutations; combinations, and the binomial theorem; exponential and logarithmic functions; complex numbers. (3 hr lecture)

## The Courses

### MAT 1323      Trigonometry      3 SH

Trigonometric functions; functions of the composite angle; trigonometric equations; logarithms; radian measure; solution of right triangles; solution of oblique triangles; inverse trigonometric functions; complex numbers. (3 hr lecture)

### MAT 1433      Basic Concepts of Mathematics II      3 SH

(Prerequisite: MAT 1233 or MAT 1313 or their equivalent) Compound interest and annuities; an intuitive approach to the calculus; applications of the calculus to economics and the social sciences; elementary probability. For business majors. (3 hr lecture)

### MAT 1723      The Real Number System      3 SH

(Prerequisite: 1 unit of high school algebra and sophomore standing) The nature of mathematics; the fundamental concepts of logic; the structure and development of the number system. Intended for sophomore education majors exclusive of those planning to teach secondary mathematics or science. (3 hr lecture)

### MAT 1733      Informal Geometry and Algebra      3 SH

(Prerequisite: MAT 1723) Continuation of MAT 1723; simple algebraic concepts; informal geometry. (3 hr lecture)

### MAT 1823      Calculus I      3 SH

(Prerequisite: credit for or registration in MAT 1313 and 1323 or the equivalent) First in a series of four integrated courses in analytic geometry and calculus. The coordinate systems; basic theorems of analytics; functions; limits; the derivative; differentiation of algebraic functions; applications or derivatives. (3 hr lecture)

### MAT 1833      Calculus II      3 SH

(Prerequisite: MAT 1823) Maxima and minima, antiderivatives, the definite integral, applications of definite integrals, the conics. (3 hr lecture)

### MAT 2113      Introduction to Linear Algebra      3 SH

(Prerequisite: MAT 1833) Vector spaces; matrices; linear transformations; systems of linear equations; determinants; characteristic values and characteristic vectors. (3 hr lecture)

### MAT 2253      Differential Equations      3 SH

(Prerequisite: credit for or registration in MAT 2273) Differential equations of the first order and first degree; applications; linear differential equations of higher order; numerical methods; differential equations of the first order and not of the first degree; solutions in series; systems of partial differential equations; partial differential equations of the first order; the Laplace transformation. (3 hr lecture)

### MAT 2263      Calculus III      3 SH

(Prerequisite: MAT 1833) Differentiation and integration of transcendental functions; techniques of integration; parametric equations and vectors in the plane; improper integrals; indeterminate forms. (3 hr lecture)

<b>MAT 2273</b>	<b>Calculus IV</b>	<b>3 SH</b>
-----------------	--------------------	-------------

(Prerequisite: MAT 2263) Solid analytic geometry; vectors in three-dimensional space; partial differentiation; multiple integrals; infinite series; introduction to differential equations. (3 hr lecture)

## Mechanical Technology

<b>TMT 1403</b>	<b>Fundamentals of Machine Shop</b>	<b>3 SH</b>
-----------------	-------------------------------------	-------------

Instruction and practice in use of machine tools and welding. (2 hr lecture, 2 hr lab)

TMT 1614	Manufacturing Processes	4 SH
----------	-------------------------	------

Survey of modern industrial practices and procedures in the forming and fabrication of metals and non-metals. Instruction designed to develop familiarity in setup and operation of machine tools and equipment. Emphasis on nomenclature, handbooks, charts, tables, and calculations necessary to determine machine or process capabilities in production. (2 hr lecture, 4 hr lab)

TMT 1622      Materials of Industry      2 SH

**Study of the origin, extraction, processing, and application of modern industrial materials. Includes metals and their alloys, wood, fuels, lubricants, cutting fluids, solvents, adhesives, abrasives, and plastics. (2 hr lecture)**

TMT 1634 Manufacturing Processes 4 SH

(Prerequisite: TMT 1614) Survey of machine tool operations and finishing processes employed in modern operations. Emphasis on production equipment. (2 hr lecture, 4 hr lab)

<b>TMT 1643</b>	<b>Inspection Techniques</b>	<b>3 SH</b>
-----------------	------------------------------	-------------

Classroom and laboratory examination of basic principles of modern industrial inspection tools and methods. Special emphasis on calibration and care of all measuring instruments. (2 hr lecture, 2 hr lab)

TMT 2633	Physical Testing	3 SH
----------	------------------	------

Instruction in the use of the tensile, fatigue, impact, and torsion testing machines. Correct use of these machines and the theory related to them. (1 hr lecture, 4 hr lab)

<b>TMT 2643</b>	<b>Mechanisms</b>	<b>3 SH</b>
-----------------	-------------------	-------------

(Prerequisite: TRS 1613, 1623, and PHY 2353) Concepts of basic mechanisms found in mechanical and electrical systems. Gears, cams, linkages and other power transmission devices. Laboratory to provide practical application of mechanisms. (2 hr lecture, 2 hr lab)

TMT 2653 Metallurgy 3 SH

(Prerequisite: Sophomore standing) Basic study of ferrous and non-ferrous metals. Properties of metals, alloys, iron and steel, shaping and forming metals, heat treatment and surface treatments. Practical experience through performing heat treating operations in the laboratory. (2 hr lecture, 2 hr lab)



## The Courses

### **TMT 2663                      Motion and Time    3 SH**

(Prerequisite: Sophomore standing) Introduction to techniques used in determining the most economical way of doing a specific piece of work through a systematic study of methods, materials, tools, and equipment. Laboratory activities in the analysis of the fundamental and physical motions, the practice of dividing operations into elements, and time study observations. (2 hr lecture, 2 hr lab)

### **TMT 2673                      Hydraulics and Pneumatics    3 SH**

(Prerequisite: Sophomore standing) Basic principles and applications of hydraulic power, its adaptability to modern machine tools, and its advantages over conventional methods. (2 hr lecture, 2 hr lab)

### **TMT 2683                      Stength of Materials    3 SH**

Lecture and laboratory study of the stressing and deformation of modern industrial materials. (2 hr lecture, 2 hr lab)

### **TMT 2694                      Production Planning and Problems    4 SH**

(Prerequisite: Sophomore standing and TMT 1634) An examination of the factors involved in cost estimating. Identification of production problems and techniques of solution in lecture. Study of production control and work on comprehensive problems. (1 hr lecture, 6 hr lab)

## **Medical Laboratory Technician**

### **MLS 2112                      Clinical Experience I    12 SH**

Practical Clinical experience in an authorized hospital for a period of seventeen weeks.

### **MLS 2126                      Clinical Experience II    6 SH**

Practical Clinical experience in an authorized hospital for a period of ten weeks.

## **Medical Record Science**

### **MRS 1113                      Medical Record Science I    3 SH**

Basic course in medical record keeping, theory and practice, including background material on history of hospitals and medicine, organization and function of medical record department, duties and responsibilities of the medical record technician. Detailed instruction in methods of numbering, filing, classifying, analyzing medical records. (2 hr lecture, 2 hr lab)

### **MRS 1123                      Medical Terminology    3 SH**

Prefixes, suffixes, roots, abbreviations, disease, operative and drug terms. Terms related to all areas of medical science, hospital service and the paramedical specialties. (3 hr lecture)



**MRS 1133                      Medical Record Science II                      3 SH**

Continuation of MRS I with emphasis on medical records for long term care facilities; medical record systems for ancillary service departments; approving, licensing and certifying agencies. (3 hr lecture)

**MRS 1143                      Advanced Medical Terminology                      3 SH**

(Prerequisite: MRS 1123) Detailed study of medical terminology with emphasis on diagnostic, radiological, operative, and clinical laboratory terms. (3 hr lecture)

**MRS 2113                      Medical Record Science III                      3 SH**

Coding of diseases and operations by SNDO and ICDA; maintenance and use of indexes and secondary registers; introduction to health statistics and their uses, together with methods of completion from the medical record as a source. (2 hr lecture)

**MRS 2133                      Medical Record Science IV                      3 SH**

An introduction to the basic principles of organization and management with special emphasis on the interdepartmental and departmental organization and management applied to medical record administration. Legal problems encountered in the practice of medicine with emphasis on principles of law as applied to the health field, with practical references to all phases of medical record practice. (3 hr lecture)

**MRS 2147                      Directed Practice I                      7 SH**

(Prerequisite: MRS 1113, 1123, and 1133) Practical experience in an authorized hospital; 240 clock hours plus one hour per week seminar with director of the program.

**MRS 2157                      Directed Practice II                      7 SH**

(Prerequisite: MRS 2147) Practical experience in an authorized hospital; 240 clock hours plus one hour per week seminar with director of the program.

## **Military Science**

**MIS 1121                      Defense Establishment in National Security and  
Mechanical Training, M14 Rifle                      1 SH**

Mission and function of the Defense Establishment of the United States and the interrelation between services under the Department of Defense; the evolution of warfare to include the meaning and scope of the principles of war and the development of weapons and associated equipment utilized in warfare. (1 hr lecture, 1 hr lab)

## The Courses

### MIS 1111                      Historical Growth and Development of the Army                      1 SH

The ROTC program and the career opportunities it affords; the history, mission, and organization of the U. S. Army, stressing management implications and the role of the Army in support of national objectives; the principles and techniques of leadership, essential characteristics of leadership, and the value of drill in developing teamwork. (1 hr lecture, 1 hr lab)

### MIS 2111                      Applied Leadership and Management                      1 SH

Map and aerial photograph reading and the fundamentals of tactical employment of small units and the application of this knowledge in planning and executing military operations. Development of increased self-confidence in the cadets in leadership ability through the progressive application of knowledge, decision making, communications, and control. (1 hr lecture, 1 hr lab)

### MIS 2121                      American Military History                      1 SH

Development of the American Military System from colonial times to the present; those factors which were of primary importance in influencing the direction of this development and major changes which occurred as a result. Formation of general concepts of the evolution nature of warfare, identifying those elements of war which remain relatively constant and those that are modified by time and circumstances. (1 hr lecture, 1 hr lab)

## Modern Language

FOR THE STUDENT WHO PLANS TO GRADUATE FROM A FOUR-YEAR SCHOOL THAT REQUIRES LANGUAGE FOR GRADUATION, ALL REQUIRED HOURS TAKEN MUST BE IN THE SAME LANGUAGE.

### MFL 1113                      Elementary French I                      3 SH

For beginning students and those with not more than one year of high school French. Pronunciation, grammar, conversation, reading, and composition. (3 hr lecture, 1 hr lab)

### MFL 1123                      Elementary French II                      3 SH

(Prerequisite: MFL 1113 or equivalent) Continuation of MFL 1113. (3 hr lecture, 1 hr lab)

### MFL 1133                      Elementary French I A                      3 SH

Designed to develop basic language skills, with emphasis on speaking and on understanding the spoken language. Six weeks of travel and study in France to immerse the student in the language and the culture of the country.

### MFL 1143                      Elementary French II A                      3 SH

Continuation of MFL 1133.

## The Courses

<b>MFL 1215</b>	<b>Elementary Spanish I</b>	<b>5 SH</b>
-----------------	-----------------------------	-------------

For beginning students and those with not more than one year of high school Spanish. Basic Spanish grammar, pronunciation, vocabulary, conversation, reading, and composition. (4 hr lecture, 2 hr lab)

<b>MFL 1225</b>	<b>Elementary Spanish II</b>	<b>5 SH</b>
-----------------	------------------------------	-------------

(Prerequisite: MFL 1215 or equivalent) Continuation of MFL 1215.  
(4 hr lecture, 2 hr lab)

<b>MFL 1233</b>	<b>Elementary Spanish I A</b>	<b>3 SH</b>
-----------------	-------------------------------	-------------

Designed to develop basic language skills, with special emphasis on speaking and on understanding the spoken language. Six weeks of travel and study in Spain to immerse the student in the language and the culture of the country.

<b>MFL 1243</b>	<b>Elementary Spanish II A</b>	<b>3 SH</b>
-----------------	--------------------------------	-------------

Continuation of MFL 1233.

MFL 1313	Elementary German I	3 SH
----------	---------------------	------

Fundamentals of grammar, conversation, and reading. Emphasis on syntax and on vocabulary and pronunciation with practice in listening and speaking. (3 hr lecture, 1 hr lab)

<b>MFL 1323</b>	<b>Elementary German II</b>	<b>3 SH</b>
-----------------	-----------------------------	-------------

Continuation of MFL 1313. (3 hr lecture, 1 hr lab)

<b>MFL 2113</b>	<b>Intermediate French I</b>	<b>3 SH</b>
-----------------	------------------------------	-------------

(Prerequisite: MFL 1123 or two units of high school French) A review of French grammar, with readings and exercises designed to increase the student's vocabulary, contribute to his mastery of idiomatic construction, and introduce him to French literature. (3 hr lecture, 1 hr lab)

MFL 2123	Intermediate French II	3 SH
----------	------------------------	------

(Prerequisite: MFL 2113 or equivalent) Continuation of MFL 2113. (3 hr lecture, 1 hr lab)

<b>MFL 2213</b>	<b>Intermediate Spanish I</b>	<b>3 SH</b>
-----------------	-------------------------------	-------------

(Prerequisite: MFL 1225 or two units of high school Spanish) Review of Spanish grammar, followed by the reading of suitable modern Spanish literature. (3 hr lecture, 1 hr lab)

<b>MFL 2223</b>	<b>Intermediate Spanish II</b>	<b>3 SH</b>
-----------------	--------------------------------	-------------

(Prerequisite: MFL 2213 or equivalent) Continuation of MFL 2213. (3 hr lecture, 1 hr lab)

<b>MFL 2233</b>	<b>Spanish Conversation</b>	<b>3 SH</b>
-----------------	-----------------------------	-------------

(Prerequisite: MFL 1225 or equivalent) Conversation and composition. May be taken concurrently with MFL 2213 but not before MFL 2213 except with permission from the instructor. (3 hr lecture, 1 hr lab)

## The Courses

### MFL 2243 Spanish Conversation 3 SH

(Prerequisite: MFL 1225 or equivalent) May be taken concurrently with MFL 2223 but not before MFL 2223 except with permission of the instructor. (3 hr lecture, 1 hr lab)

### MFL 2313 Intermediate German I 3 SH

Primarily a reading and writing course. Review of grammar is provided as well as practice in comprehension and speaking. (3 hr lecture, 1 hr lab)

### MFL 2323 Intermediate German II 3 SH

Continuation of MFL 2313. Advanced grammatical constructions. Various readings, writing, and speaking activities on a higher level. (3 hr lecture, 1 hr lab)

## **Music** (See also BRASS, ORGAN, PERCUSSION, PIANO, STRINGS, VOICE & WOODWINDS)

NO SPECIAL OR ADDITIONAL FEES ARE CHARGED FOR ANY OF THE COURSES GIVEN IN THE MUSIC DEPARTMENT. EXPENSES, AS OUTLINED IN THIS CATALOG, COVER ALL COST OF THIS DEPARTMENT.

### MUS 1112 Fundamentals of Music 2 SH

Basic principles of music, notation, scales, intervals and rhythmic patterns, with emphasis on aural skills and keyboard application. Credit toward meeting theory requirements for graduation at Hinds Junior College. (3 hr lecture)

NOTE: MUS 1112 is not the standard freshman theory course required for graduation from senior colleges and universities and is not offered to meet these requirements. Students taking MUS 1112 and planning to continue as music majors in a senior college should follow this course with MUS 1214, 1224.

### MUS 1113 Music Appreciation 3 SH

(Non-Majors) A listening course designed to give the student through aural perception understanding and appreciation of music as a moving force in Western Culture. (3 hr lecture)

### MUS 1123 Music Literature Survey (Majors) 3 SH

(Prerequisite: Music Major, MUS 1214) A critical listening and score-reading course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. (3 hr lecture)

### MUS 1214 Theory I 4 SH

(Prerequisite: Concurrent enrollment in piano and choir or band) Vocabulary and techniques of traditional contrapuntal-harmonic music, with keyboard application, written work, and correlated aural dictation and sight-singing. Required of music majors. (5 hr lecture)

## The Courses

MUS 1224	Theory II	4 SH
A continuation of MUS 1214. (5 hr lecture)		
MUS 1710	Stage Band I	No credit
(Prerequisite: Audition and membership in Full Band) Organized to serve the college at concerts and other public and special functions. (3 hr lab)		
MUS 1711	Band I	1 SH
(Prerequisite: Consent of instructor) Organized to serve the college at games, concerts, and other public and special functions. (5 hr lab)		
MUS 1720	Stage Band II	No credit
Continuation of MUS 1710. (3 hr lab)		
MUS 1721	Band II	1 SH
Continuation of MUS 1711. (5 hr lab)		
MUS 1811	Choir I	1 SH
Membership by audition. The performing group of the vocal department makes numerous appearances during the year, both on the campus and throughout the state. (3 hr lab)		
MUS 1821	Choir II	1 SH
Continuation of MUS 1811. (3 hr lab)		
MUS 2113	Music History I	3 SH
(Prerequisite: MUS 1123, MUS 1224) Music of the Baroque and Classic Period. Lecture-listening and score-reading course, designed for the study of music, musicians, and musical developments from 1600-1825. (3 hr lecture)		
MUS 2123	Music History II	3 SH
(Prerequisite: MUS 1123 and MUS 1224) Music of the Romantic Period. Lecture-listening and score-reading course designed for study of music, musicians, and musical developments from 1825-1900, including the works of Debussy, Ravel, and Richard Strauss. (3 hr lecture)		
MUS 2214	Theory III	4 SH
(Prerequisite: Music 1214, 1224, and concurrent enrollment in piano and choir or band) Continuation of MUS 1224. (5 hr lecture)		
MUS 2224	Theory IV	4 SH
Continuation of MUS 2214. (5 hr lecture)		
MUS 2710	Stage Band III	No credit
(Prerequisite: Audition and membership in Full Band) Continuation of MUS 1710 and 1720. (3 hr lab)		



## The Courses

MUS 2711	Band III	1 SH
Continuation of MUS 1721. (5 hr lab)		
MUS 2720	Stage Band IV	No credit
Continuation of MUS 2710. (3 hr lab)		
MUS 2721	Band IV	1 SH
Continuation of MUS 2711. (5 hr lab)		
MUS 2811	Choir III	1 SH
Continuation of MUS 1821. (3 hr lab)		
MUS 2821	Choir IV	1 SH
Continuation of MUS 2811. (3 hr lab)		

## Nursing (Associate Degree Transfer)

Courses offered are for majors in nursing only and must be taken in sequence.

NUR 1118	Nursing Science I	8 SH
(Prerequisite: BIO 1514 & 1524) Characteristics of the basic and secondary human needs in all phases of the life cycle, the problems arising from lack of fulfillment, and identification and implementation of appropriate nursing intervention. Emphasis on fundamental skills and interpersonal relationships. (4 hr lecture, 8 hr lab)		
NUR 1128	Nursing Science II	8 SH
(Prerequisite: NUR 1118) Continuation of NUR 1118 with emphasis on maternal infant nursing and nursing of children. (4 hr lecture, 8 hr lab)		
NUR 1211	Orientation to Associate Degree Nursing	1 SH
Designed for the licensed practical nurse seeking an associate degree. Instructors work individually with students to facilitate transition from vocational to technical level, and to upgrade the student in identified deficiencies. (2 conferences per week)		
NUR 1221	Orientation to Associate Degree Nursing	1 SH
Continuation of NUR 1211. (2 conferences per week)		
NUR 2116	Nursing Science III	6 SH
(Prerequisite: NUR 1128. Co-requisite: NUR 2126) Characteristics of illnesses and injuries which interfere with fulfillment of human needs in the adult, the problems resulting from this interference, and the identification and implementation of appropriate nursing intervention when such interference occurs. Content organized around Medical-Surgical and Psychiatric Nursing. (6 hr lecture)		

NUR 2126      Nursing Science III, Laboratory      6 SH

(Co-requisite: NUR 2116) Laboratory course to accompany and be taken concurrently with NUR 2116. (12 hr lab)

NUR 2216      Nursing Science IV      6 SH

(Prerequisite: NUR 2116, 2126, Co-requisite: NUR 2226) Continuation of Nursing Science III. (6 hr lab)

NUR 2226      Nursing Science IV, Laboratory      6 SH

(Co-requisite: NUR 2216) Laboratory course to accompany and be taken concurrently with NUR 2216. (12 hr lab)

## Organ (Music)

ALL STUDENTS DESIRING ENROLLMENT IN ORGAN MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

ORG 1631      Elective Organ I      1 SH

Piano audition required. (Two half-hr lessons per week, one hr practice daily, or at the instructor's discretion, one half-hr lesson per week, one hr practice daily)

ORG 1641      Elective Organ II      1 SH

Continuation of ORG 1641. (Two half-hr lessons per week and one hr practice daily, or at the instructor's discretion, one half-hr lesson per week and one hr practice daily)

ORG 1652      Music Education Organ I      2 SH

Piano audition required. Music Education majors and non-music majors who meet instructor's requirements. (Two half-hr lessons per week, two hrs practice daily)

ORG 1662      Music Education Organ II      2 SH

Continuation of ORG 1652. (Two half-hr lessons per week, two hrs practice daily)

ORG 1673      Organ Major I      3 SH

(Prerequisite: Satisfactory audition on piano or organ and concurrent enrollment in piano) Gleason: "Method of Organ Playing." Repertoire equivalent to Bach; "Cathedral Prelude and Fugue; Dupre; "Station of the Cross XI". (Two half-hr lessons per week, three hrs practice daily)

ORG 1683      Organ Major II      3 SH

Continuation of ORG 1673. Presentation of public recital required. (Two half-hr lessons per week, three hrs practice daily)

## The Courses

**ORG 2631                      Elective Organ III                      1 SH**

Continuation of ORG 1641. (Two half-hr lessons per week, one hr practice daily, or at the instructor's discretion, one half-hr lesson per week, one hr practice daily)

**ORG 2641                      Elective Organ IV                      1 SH**

Continuation of ORG 2631. (Two half-hr lessons per week, one hr practice daily, or at the instructor's discretion, one half-hr lesson per week, one hr practice daily)

**ORG 2652                      Music Education Organ III                      2 SH**

Continuation of ORG 1662. (Two half-hr lessons per week, two hrs practice daily)

**ORG 2662                      Music Education Organ IV                      2 SH**

Continuation of ORG 2652. (Two half-hr lessons per week, two hrs practice daily)

**ORG 2673                      Organ Music III                      3 SH**

Continuation of ORG 1683. (Two half-hr lessons per week, three hrs practice daily)

**ORG 2683                      Organ Major IV                      3 SH**

Continuation of ORG 2673. Presentation of public recital required. (Two half-hr lessons per week, three hrs practice daily)

## **Percussion (Music)**

ALL STUDENTS DESIRING ENROLLMENT IN PERCUSSION MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

**PER 1511                      Class Percussion I                      1 SH**

Lessons in rudiments of percussion for music education majors and others who have need for the basic fundamentals of percussion. (2 hr lab)

**PER 1521                      Class Percussion II                      1 SH**

Continuation of PER 1511. (2 hr lab)

**PER 1531                      Elective Percussion I                      1 SH**

Open to students who are interested in participating in band or orchestra. (Two half-hr lessons per week, one hr practice daily)

**PER 1541                      Elective Percussion II                      1 SH**

Continuation of PER 1531. (Two half-hr lessons per week, one hr practice daily)

**PER 1552      Music Education Percussion I      2 SH**

Music Education majors and non-music majors who meet instructor's requirements. (Two half-hr lessons per week, two hrs practice daily)

**PER 1562      Music Education Percussion II      2 SH**

Continuation of PER 1552. (Two half-hr lessons per week, two hrs practice daily)

**PER 1573      Percussion Major I      3 SH**

(Two half-hr lessons per week, three hrs practice daily)

**PER 1583      Percussion Major II      3 SH**

Continuation of PER 1573. (Two half-hr lessons per week, three hrs practice daily)

**PER 2531      Elective Percussion III      1 SH**

Continuation of PER 1541. (Two half-hr lessons per week, one hr practice daily)

**PER 2541      Elective Percussion IV      1 SH**

Continuation of PER 2531. (Two half-hr lessons per week, one hr practice daily)

**PER 2552      Music Education Percussion III      2 SH**

Continuation of PER 1562. (Two half-hr lessons per week, two hrs practice daily)

**PER 2562      Music Education Percussion IV      2 SH**

Continuation of PER 2552. (Two half-hr lessons per week, two hrs practice daily)

**PER 2573      Percussion Major III      3 SH**

Continuation of PER 1583. (Two half-hr lessons per week, three hrs practice daily)

**PER 2583      Percussion Major IV      3 SH**

Continuation of PER 2573. (Two half-hr lessons per week, three hrs practice daily)

## Philosophy & Bible

**PHI 1113      Old Testament Survey      3 SH**

Survey study of the Old Testament. Emphasis upon its religious, literary, and historical values. Law, Prophets, Writings considered. (3 hr lecture)

**PHI 1123      New Testament Survey      3 SH**

Survey study of the New Testament. Primary emphasis upon Gospels, Acts, and letters of Paul. (3 hr lecture)

## The Courses

**PHI 2113                    Introduction to Philosophy I                    3 SH**

Introduction to systematic and philosophical thinking and study of significant trends of philosophy both past and present. (3 hr lecture)

**PHI 2123                    Introduction to Philosophy II                    3 SH**

Contemporary problems and personal development from a philosophic perspective. (3 hr lecture)

**PHI 2713                    Logic                    3 SH**

Attempts to provide an understanding of Aristotelian "forms of correct thought" and the first two orders of symbolic logic. (3 hr lecture)

## Physics

**PHY 1113                    Astronomy I                    3 SH**

The solar system, the stars, the galaxy, and the extra-galactic universe. Occasional observatory work at night. (3 hr lecture)

**PHY 1123                    Astronomy II                    3 SH**

Continuation of PHY 1113. (3 hr lecture)

**PHY 2213                    Physical Science Survey I                    3 SH**

Introduction to physical science for non-science majors, taught from a descriptive viewpoint with a minimum of mathematics. Survey of physics and astronomy. One unit of high school algebra is recommended. (3 hr lecture)

**PHY 2223                    Physical Science Survey II                    3 SH**

Continuation of PHY 2213. A survey of chemistry, geology, and meteorology. (3 hr lecture)

**PHY 2373                    Physics with Calculus — I                    3 SH**

(Prerequisite and/or co-requisite: MAT 1823) Laws of mechanics and fluids. PHY 2373, 2383 and 2393 satisfy the physics requirements for science and engineering majors. (2 hr lecture, 1 hr drill, 2 hr lab)

**PHY 2383                    Physics with Calculus — II                    3 SH**

(Prerequisite: PHY 2373; Prerequisite and/or co-requisite: MAT 1833) Laws of heat, sound, and light. (2 hr lecture, 1 hr drill, 2 hr lab)

**PHY 2393                    Physics with Calculus — III                    3 SH**

(Prerequisite: PHY 2383; Prerequisite and/or co-requisite: MAT 2263) Laws of electricity, magnetism, and modern physics. (2 hr lecture, 1 hr drill, 2 hr lab)



## PHY 2434      General Physics I

4 SH

(Prerequisite: MAT 1313 and 1323; MAT 1323 may be taken concurrently)  
Laws of mechanics, fluids, heat, and sound. PHY 2434 and 2444 satisfy the physics requirements for students in pre-pharmacy, pre-medicine, and related fields. (3 hr lecture, 2 hr lab)

## PHY 2444      General Physics II

4 SH

(Prerequisite: PHY 2434) Continuation of PHY 2434. Laws of light, electricity, magnetism, and modern physics. (3 hr lecture, 2 hr lab)

## Piano (Music)

ALL STUDENTS DESIRING ENROLLMENT IN PIANO MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

## PIA 1311                      Class Piano I

1 SH

For students who have no previous keyboard experience. (2 hr lab)

## PIA 1321                      Class Piano II

1 SH

Continuation of PIA 1311. (2 hr lab)

## PIA 1331 Elective Piano I

1 SH

For music and non-music majors advanced beyond the level of PIA 2311 and PIA 2321, but may at the instructor's discretion be used as a substitute for PIA 2311 and PIA 2321. (Two half-hr lessons per week, one hr practice daily, or at the instructor's discretion, one half-hr lesson per week and one hr practice daily)

## PIA 1341 Elective Piano II

1 SH

Continuation of PIA 1331. (Two half-hr lessons per week, one hr practice daily, or at the instructor's discretion, one half-hr lesson per week and one hr practice daily)

**PIA 1352**                      **Music Education Piano I**

2 SH

Required of Music Education majors with piano emphasis. Open to non-music majors with instructor's approval. (Two half-hr lessons per week, two hrs practice daily)

## PIA 1362 Music Education Piano II

2 SH

Continuation of PIA 1352. (Two half-hr lessons per week, two hrs practice daily)

## PIA 1373      Piano Major I

**3 SH**

(Prerequisite: Consent of music faculty) Material for development of technique and study of style and interpretation of representative compositions from these periods of music history: Pre-Baroque or Baroque; Classical; Romantic; Impressionistic or Contemporary. (Two half-hr lessons per week, three hrs practice daily)

## The Courses

PIA 1383	Piano Major II	3 SH
Continuation of PIA 1373. Public recital required of all students. (Two half-hr lessons per week, three hrs practice daily)		
PIA 2311	Class Piano III	1 SH
Continuation of PIA 1321. (2 hr lab)		
PIA 2321	Class Piano IV	1 SH
Continuation of PIA 2311. (2 hr lab)		
PIA 2331.	Elective Piano III	1 SH
Continuation of PIA 1341. (Two half-hr lessons per week, one hr practice daily, or at the instructor's discretion, one half-hr lesson per week and one hr practice daily)		
PIA 2341	Elective Piano IV	1 SH
Continuation of PIA 2331. (Two half-hr lessons per week, one hr practice daily, or at the instructor's discretion, one half-hr lesson per week and one hr practice daily)		
PIA 2352	Music Education Majors Piano III	2 SH
Continuation of PIA 1362. (Two half-hr lessons per week, two hrs practice daily)		
PIA 2362	Music Education Majors Piano IV	2 SH
Continuation of PIA 2352. (Two half-hr lessons per week, two hrs practice daily)		
PIA 2373	Piano Majors III	3 SH
Continuation of PIA 1383. (Two half-hr lessons per week, three hrs practice daily)		
PIA 2383	Piano Majors IV	3 SH
Continuation of PIA 2373. Public recital required of all students. (Two half-hr lessons per week, three hrs practice daily)		

## Political Science

PSC 1113	American National Government	3 SH
U. S. Government, with emphasis on history, principles, controls, and structure. (3 hr lecture)		
PSC 1123	American State and Local Government	3 SH
State, urban, and rural government, with emphasis on history, principles, controls, and structure. (3 hr lecture)		

## Psychology (See also Education Psychology)

PSY 1513                      General Psychology I                      3 SH

Introduction to the scientific study of human behavior. Includes history and methods of psychology, growth and development; principles of learning; sensation and perception; thinking; statistics; personality; and intelligence. (3 hr lecture)

PSY 1523                      General Psychology II                      3 SH

(Prerequisite: PSY 1513) Continuation of Psychology 1513 emphasizing applied psychological methods and principles. Includes motivation and emotion; abnormal behavior; mental health and therapy; group processes; mass communication and persuasion and industrial psychology. (3 hr lecture)

PSY 2513                      Child Psychology (Human Growth & Development I    3 SH

(Prerequisite: PSY 1513 and sophomore standing) Considers development from prenatal period through the primary years of puberty. Emphasis on physical, mental, social, and emotional growth as influenced by both maturation and learning. Implications of these stages of development to education emphasized. (3 hr lecture)

PSY 2523                      Adolescent Psychology (Human Growth  
and Development II)                      3 SH

(Prerequisite: PSY 1513 and sophomore standing) Human growth and development from puberty through young adulthood. Includes physical, mental, social, emotional, and moral development, with emphasis on the adolescent's social roles in his family, his peer group, in school, and in the larger sociocultural environment. (3 hr lecture)

EPY 2543                      See Educational Psychology.

## Reading

REA 1212                      Reading Improvement                      2 SH

To help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on spelling, pronunciation, vocabulary, and study skills. Guidance in developing wide reading interests. (3 hr lecture)

REA 1242                      Speed Reading                      2 SH

Practice with laboratory equipment according to the needs of the individual. Emphasis on flexibility, critical thinking, retention, and comprehension. Guidance in developing wide reading interests. Stimulation for reading in depth. (1 hr lecture, 2 hr lab)

REA 1412	Improvement of Study	2 SH
Effective study and reading techniques. Emphasis on comprehensive skills. Guidance given to facilitate student in other courses. (3 hr lecture)		

## RTT 1123      Respiratory Therapy Theory      3 SH

Basic respiratory physiology including mechanics of breathing and control of ventilation with special emphasis on applied medical physics. (3 hr lecture)

## RTT 2116      Advanced Physiology I      6 SH

A review of the structure of the human body, the function of the heart and lungs in gas exchange, drug effect on organ systems, and Pulmonary Pathology. (6 hrs recitation)

## RTT 2126      Advanced Physiology II      6 SH

A review of the metabolism and energy release, the concept of acid-base balance in the body, and diagnosis, cause and effect and treatment of pulmonary insufficiency. (6 hrs lecture)

## RTT 2163 Therapeutic Gas Administration I 3 SH

Precise instruction in various methods of delivering therapeutic gases. Emphasis on the indications, contraindications, and methods for evaluating the effectiveness of gas therapy. Includes gas supply systems, storage systems, flowmeters, regulators, tents, masks, catheters, and cannulas. (3 hr lecture)

## RTT 2175      Therapeutic Gas Administration II      5 SH

Continuation of RTT 2163, Therapeutic Gas Administration I, with emphasis on the design, function, and maintenance of gas therapy equipment. (4 hr lecture, 2 hr lab)

## RTT 2223      Airway Management      3 SH

A course designed to teach the essentials of cardio-pulmonary resuscitation. Special emphasis given to the management of airway obstruction; external cardiac massage; electrocardiography; cardioversion and the use of resuscitators. (2 hrs lecture, 2 hrs lab)

## RTT 2235 Artificial Ventilation 5 SH

Precise instruction in the management of patients requiring assisted and controlled ventilation. Includes the indications and physiology of artificial ventilation. Fundamental pulmonary physiotherapy with regards to lung disease. Instruction in breath control, postural drainage and various exercise, designed to improve pulmonary function. (4 hr lecture, 2 hr lab)

## RTT 2253      Pulmonary Function Testing      3 SH

Instruction in the technique of pulmonary function testing as a diagnostic procedure. Lecture and practical application on the use of various types of spirometers and the calculation of lung volumes and rates. (2 hr lecture, 2 hr lab)

RTT 2312	Conference and Clinical Experience I	2 SH
----------	--------------------------------------	------

Clinical experience in an authorized hospital for one semester. (4 hrs clinical experience)

## RTT 2322 Conference and Clinical Experience II 2 SH

Clinical experience in an authorized hospital for one semester. (4 hrs clinical experience)

## RTT 2334 Conference and Clinical Experience III 4 SH

Clinical experience in an authorized hospital for one semester. (8 hrs clinical experience)

## RTT 2343 Conference and Clinical Experience IV 3 SH

Clinical experience in an authorized hospital for one semester. (6 hrs clinical experience)

## RTT 2353 Conference and Clinical Experience V 3 SH

Clinical experience in an authorized hospital for one semester. (6 hrs clinical experience)

## RTT 2363      Conference and Clinical Experience VI      3 SH

Clinical experience in an authorized hospital for one semester. (6 hrs clinical experience)

RTT 2412	Department and Personnel Management	2 SH
----------	-------------------------------------	------

Basic functions of management and their application to the health care industry with emphasis on organizing Respiratory Therapy Departments.  
(2 hr lecture)

# Secretarial Science

<b>SCC 1103</b>	<b>Elementary Typewriting</b>	<b>3 SH</b>
-----------------	-------------------------------	-------------

Principles of the use and care of the typewriter, drills for speed and accuracy, and an introduction to letter writing and business forms. (No credit if one unit of typewriting previously received.) (3 hr lecture)

<b>SSC 1113</b>	<b>Intermediate Typewriting</b>	<b>3 SH</b>
-----------------	---------------------------------	-------------

(Prerequisite: SSC 1103) Continuation of beginning typewriting. Detailed study of letter writing, tabulation, and business forms. (3 hr lecture)



## SSC 1121 Machine Transcription 1 SH

SSC 1141 Medical Machine Transcription 1 SH

SSC 1151	Legal Machine Transcription	1 SH
----------	-----------------------------	------

SSC 1191	Clerical Payroll Procedures	1 SH
----------	-----------------------------	------

SSC 1203	Elementary Shorthand	3 SH
----------	----------------------	------

SSC 1213	Intermediate Shorthand	3 SH
----------	------------------------	------

SSC 1243	Stenograph Machine Shorthand	3 SH
----------	------------------------------	------

SSC 1253	Stenograph Machine Shorthand II	3 SH
----------	---------------------------------	------

SSC 1313	Records Management	3 SH
----------	--------------------	------

SSC 1413	Secretarial Accounting I	3 SH
----------	--------------------------	------

SSC 1423	Secretarial Accounting II	3 SH
----------	---------------------------	------

156

## The Courses

### SSC 1513                      Business Mathematics                      3 SH

Elementary principles of basic mathematics as required in and applied to business. (3 hr lecture)

### SSC 1611                      Personal Development                      1 SH

Developing a tasteful appearance, an attractive personality, and the social polish necessary for success in today's business world. (1 hr lecture)

### SSC 2113                      Advanced Typewriting                      3 SH

(Prerequisite: SSC 1113 or equivalent) Continuation of intermediate typewriting with emphasis on skill building and production in specialized areas such as technical, accounting, professional, and executive office typewriting. (3 hr lecture)

### SSC 2123                      Production Typewriting                      3 SH

(Prerequisite: SSC 2113 or instructor's permission) A course in typewriting with the major emphasis on developing a student's production rate. Practice in planning and typewriting advanced jobs under office conditions provided. (3 hr lecture)

### SSC 2213                      Advanced Shorthand                      3 SH

(Prerequisite: SSC 1213, SSC 1113 or equivalent) Rapid review in the theory and practice of Gregg Shorthand and an intensive course in the building of rapid and skilled dictation and transcription. (3 hr lecture)

### SSC 2223                      Dictation and Transcription                      3 SH

(Prerequisite: SSC 1213, SSC 1113) To develop transcription skills. Accuracy and speed of transcription correlated with English, punctuation, spelling, division of words, and vocabulary building. (3 hr lecture)

### SSC 2243                      Stenograph Machine Shorthand III                      3 SH

Continuation of SSC 1253 for intermediate and advanced speed development. Carefully graded and timed practice material. Writing vocabulary development along with speed. (3 hr lecture)

### SSC 2253                      Stenograph Machine Shorthand IV                      3 SH

Continuation of SSC 2243. Practice for court reporters. Reporting abbreviations and phrases for the Court Room and well graded extracts from actual court cases. (3 hr lecture)

### SSC 2413                      Secretarial Practice                      3 SH

(Prerequisite: SSC 1103 or equivalent) To acquaint the student with modern secretarial practices and to give an understanding of office situations necessary in adjustment to actual business office. The many secretarial duties and practice in the performance of them. Recommended for sophomores and one-year intensive students. (3 hr lecture)

## The Courses

### SSC 2423                      Legal Secretarial Practice                      3 SH

(Prerequisite: SSC 1103 or equivalent) Professional aspects of the work of the legal secretary. Knowledge about the American legal system and the practice of law and modern legal secretarial practices and procedures emphasized. (3 hr lecture)

### SSC 2431                      Legal Terminology                      1 SH

Specialized course for the legal secretarial student. Interpretation of legal terms of practical application. (1 hr lecture)

### SSC 2443                      Medical Office Practice                      3 SH

(Prerequisite: SSC 1103 or equivalent) General duties and responsibilities of medical secretaries. Patient contact, medical and dental records, insurance, financial records, telephone usage, office management and reception, and professional ethics. (3 hr lecture)

### SSC 2513                      Office Appliances                      3 SH

(Prerequisite: SSC 1113 or instructor's permission) Theory and practice in the operation of spirit, stencil, and offset duplicating machines; photo copy machine; mimeoscope; electric typewriters. (3 hr lecture)

### SSC 2523                      Office Machines                      3 SH

Use of various types and makes of rotary, electronic, and printing calculators, posting machines. (3 hr lecture)

### SSC 2531                      Medical Terminology for Secretaries                      1 SH

Designed specifically for the secretarial student emphasizing prefixes, suffixes, roots, abbreviations, spellings, and definitions of medical terms. (1 hr lecture)

### SSC 2533                      Word Processing                      3 SH

(Prerequisite: SSC 1113) Use of the Executive typewriters, typographic machines, and the automatic typewriters (Magnetic Tape Selectric Typewriter and Mag Card Selectric Typewriter). (3 hr lecture)

### SSC 2713                      Office Management                      3 SH

Principles of management as applied to office work covering office organization, supervision, layout, supplies, machines, training, forms and reports, and personnel problems. (3 hr lecture)

## Sociology

### SOC 1313                      Survey of Law Enforcement                      3 SH

History, development, and philosophy of law enforcement in democratic society; introduction to agencies involved in the administration of criminal justice; career orientation. (3 hr lecture)

**SOC 1323            Police Administration and Organization            3 SH**

Principles of police organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior. (3 hr lecture)

**SOC 1333            Criminology            3 SH**

Introduction to deviant behavior and current criminological theories with emphasis on synthesis and police applications; crime prevention and the phenomena of crime. (3 hr lecture)

**SOC 2113            Introduction to Sociology            3 SH**

Lecture course dealing with a body of scientific knowledge about human relationships. Resumé or synopsis of the whole field of sociology, including the social world, the social and cultural process within this world, and the integration of these processes in relation to the individual, the group, and the institution. Preference given sophomore students. (3 hr lecture)

**SOC 2143            The Family            3 SH**

(Prerequisite: SOC 2113 and sophomore standing) The family institution, with special emphasis on the contemporary American family. (3 hr lecture)

**SOC 2213            Introductory Anthropology I            3 SH**

(Prerequisite: sophomore standing) The data, concepts, and theories of anthropology which include an analysis of the origins and development of man from earliest times to the appearance of literate cultures. Survey of evolution, genetics, the races of man, and the prehistory of the Stone Age. (3 hr lecture)

**SOC 2223            Introductory Anthropology II            3 SH**

(Prerequisite: sophomore standing) An analysis of man's inter-relationships with society and environment with reference to his symbol systems, his social groups, and culture as evidenced by archaeological investigations and a study of pre-literate societies. (3 hr lecture)

**SOC 2243            Riot Control            3 SH**

Theory and practice in control of mobs and crowds, defense tactics, use of firearms, and control of explosives and dangerous articles. (34 hr lecture, 40 hr field work per semester)

**SOC 2313            Police Operations            3 SH**

(Prerequisite: SOC 1323) Line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime; includes traffic, investigative, juvenile, vice, and other specialized operational units. (3 hr lecture)



SOC 2323 Criminal Law 3 SH

SOC 2333	Criminal Investigation	3 SH
----------	------------------------	------

SOC 2393	Criminalistics	3 SH
----------	----------------	------

SOC 2413      Law of Evidence      3 SH

SOC 2423 Deviant Behavior 3 SH

SOC 2901	General Criminal Investigation Seminar	1 SH
----------	--	------

SOC 2912      Narcotics Investigation Seminar      2 SH

SOC 2921	Homicide Investigation Seminar	1 SH
----------	--------------------------------	------

SOC 2931	Legal Matters Seminar	1 SH
----------	-----------------------	------

160



**SOC 2941                      Motor Vehicle Theft Seminar                      1 SH**

State and federal statutes regarding motor vehicles, identifying motor vehicles, modus operandi in theft of motor vehicles, types of thefts, disposing of the stolen vehicle, documents in regard to motor vehicles, physical evidence in motor vehicle theft cases and investigative techniques. (24 hr lecture)

**SOC 2951                      Sex Crimes Seminar                      1 SH**

Defining the perversion, motivating influences in sex offenses, the obscene telephone caller and letter writer, homosexuality, the lust murderer, and the child molester, physical evidence in sex crimes, and state laws applicable to sex offenses. (29½ hr lecture)

**SOC 2961                      Advanced Narcotics Investigation Seminar                      1 SH**

Advanced methods of narcotics and drug enforcement as well as newly developed specialized equipment. (34 hr lecture)

**SOC 2971                      Accident Investigation Seminar                      1 SH**

State and city statutes regarding operation of motor vehicles, determining the type of violation, procuring the physical evidence necessary for prosecution and preparation of necessary reports required in an effective accident investigation. (20 hr lecture)

**SOC 2982                      Advanced Accident Investigation Seminar                      2 SH**

Designed to provide the student with an understanding of the traffic problem, the police role, and reasons for accident investigation. Also identification, description, gathering, and recording of factual data necessary for planning an effective accident prevention program. (70 hr lecture & lab)

**SOC 2991                      Police Management and Leadership Seminar                      1 SH**

Principles of police organization and management as applied to law enforcement agencies. Introduction to concepts of organizational behavior. To provide the knowledge necessary to interpret and implement management theories in coping with human relationships involving the management system. (40 hr lecture)

# Speech & Theatre

**SPT 1113                      Oral Communications (Principles of Speech)                      3 SH**

Basic course in fundamentals of speaking and listening. Methods, techniques, and psychological processes and adjustments necessary in preparing, organizing, and presenting speeches. (3 hr lecture)

**SPT 1123                      Argumentation & Debate I                      3 SH**

Principles of debating and argumentative discourse and the practice of the art of debating. Open to any student interested in inter-class or inter-collegiate debating. (3 hr lecture)

SPT 1153	Voice and Diction	3 SH
(Prerequisite: SPT 1113) International Phonetic Alphabet, voice organs, speech history, and oral reading. Basic voice problems. (3 hr lecture)		
SPT 1213	Fundamentals of Theatre	3 SH
Basic course in the theatre arts. Introduction to the cultural, historical, and social aspects of the drama; investigation of essential elements of play production. (3 hr lecture)		
SPT 1233	Acting I	3 SH
Emphasis on basic skills involved in method and technique acting and on motivation for movement and emotion. (3 hr lecture)		
SPT 2133	Argumentation & Debate II	3 SH
Second year continuation of debate. Open only to sophomores who have completed SPT 1123. (3 hr lecture)		
SPT 2143	Oral Interpretation	3 SH
(Prerequisite: SPT 1113 or consent of instructor) Basic principles and procedures of reading for interpretation before an audience. (3 hr lecture)		

ALL STUDENTS DESIRING ENROLLMENT IN STRINGS MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

- 162

**STR 1962                      Music Education String II                      2 SH**

Continuation of STR 1952. (Two half-hr lessons per week, two hrs practice daily)

**STR 2931                      Elective String III                      1 SH**

For music and non-music majors advanced beyond the level of STR 1941. (Two half-hr lessons per week, one hr practice daily or at the instructor's discretion, one half-hr lesson per week and one hr practice daily)

**STR 2941                      Elective String IV                      1 SH**

Continuation of STR 2931. (Two half-hr lessons per week, one hr practice daily or at the instructor's discretion, one half-hr lesson per week and one hr practice daily)

**STR 2952                      Music Education String II                      2 SH**

Required for music education majors with string emphasis who are advanced beyond STR 1962. Open to non-music majors with instructor's approval. (Two half-hr lessons per week, two hrs practice daily)

**STR 2962                      Music Education String IV                      2 SH**

Continuation of STR 2952. (Two half-hr lessons per week, two hrs practice daily)

## **Technical Airframe & Power Plant Maintenance**

**TAP 1316                      Airframe & Power Plant Maintenance I                      6 SH**

Theory, techniques, and methods of repair of "dead" engines of all types of aircraft; disassembling and reassembling of engines; cleaning and inspecting engine parts; timing and adjusting valves and magnetos; repairing carburetors and magnetos; installing engine accessories; and practical, related laboratory problems. (3 hr lecture, 6 hr lab)

**TAP 1326                      Airframe & Power Plant Maintenance II                      6 SH**

Theory, techniques, and methods of repair of all airplane parts; final assembly and rigging of an airplane; and practical, related laboratory problems. (3 hr lecture, 6 hr lab)

**TAP 2336                      Airframe & Power Plant Maintenance III                      6 SH**

Engines, theory, techniques and methods of repair of "live" engines of all types of aircraft; techniques of routine inspections; techniques and methods of removal and installations of aircraft engines; and practical, related laboratory work. (3 hr lecture, 6 hr lab)

## The Courses

### **TAP 2346      Airframe & Power Plant Maintenance IV      6 SH**

Theory, techniques, and methods of repairing the whole airplane, including installations of windows, windshields, new tires; techniques of refinishing aircraft and servicing wheel bearings; techniques and problems of annual inspection of aircraft. (3 hr lecture, 6 hr lab)

## **Technical Drafting**

### **TDR 1553      Fundamentals of Drafting      3 SH**

Instruction in use and care of instruments, drafting fundamentals, applied geometry, orthographic drawing and sketching, pictorial drawing and sketching, auxiliaries, sections and conventions, and technical lettering. (1 hr lecture, 5 hr lab)

### **TDR 1563      Machine Drafting      3 SH**

Instruction in threads and fasteners, drawings and the shop, charts, graphs and diagrams, gears and cams, jigs and fixtures, and working drawings. (1 hr lecture, 5 hr lab)

### **TDR 1573      Building Construction Estimating      3 SH**

To familiarize the student with current estimating principles and practices, application of the principles through the study of blueprints & specifications of buildings actually under construction, and legal documents related to the building industry. (3 hr lecture)

### **TDR 2233      Descriptive Geometry      3 SH**

(Prerequisite: TDR 1553) Theory and problems designed to develop the ability to visualize points, lines, and surfaces in space; to relate them to each other; and to apply these relationships in the solution of drafting problems, (1 hr lecture, 4 hr lab)

### **TDR 2454      Electrical — Piping — Sheet Metal Drafting      4 SH**

(Prerequisite: TDR 1553) Survey in the techniques, planning, and drafting of mechanical and electrical plans and objects. Efficient use of all common types of applicable handbooks, code books, and other standard references as an integral part of drafting. (2 hr lecture, 6 hr lab)

### **TDR 2516      Drafting Seminar      6 SH**

(Prerequisite: sophomore standing) Research carried out by the student in major area of drafting. Presentation of ideas in the form of drawings, models and other media as needed. Emphasis on actual methods and practice as used in industry. (3 hr lecture, 6 hr lab)

### **TDR 2523      Supervised Field Experience I      3 SH**

(Prerequisite: sophomore student majoring in technical drafting) Supervised and approved on-the-job training. (1 hr lecture, 15 hrs on-the-job training lab, minimum)



**TDR 2533            Supervised Field Experience II            3 SH**

(Prerequisite: sophomore student majoring in technical drafting) Supervised and approved on-the-job training. (1 hr lecture, 15 hrs on-the-job training lab, minimum)

**TDR 2573            Electronic Drafting            3 SH**

(Prerequisite: TDR 1553) Instruction in electronic and electrical symbols and application through drawings and schematic diagrams. (1 hr lecture, 5 hr lab)

**TDR 2654            Structural Drafting            4 SH**

(Prerequisite: TDR 1553) Instruction in basic principles and procedures of structural features such as buildings, bridges, and highway construction and structural steel. (2 hr lecture, 4 hr lab)

**TDR 2806            Architectural Drafting and Design            6 SH**

(Prerequisite: TDR 1553 & 2654) Instruction in principles and theory of design, use of modern construction materials, detail and quantity estimating of building cost, preparation of detail working drawings. (3 hr lecture, 6 hr lab)

**TDR 2816            Building Construction Processes            6 SH**

(Prerequisite: TDR 1553) Materials of construction, their properties, manufacture, characteristics, and use. A survey course of varied applications in the multiple areas of light and heavy construction. (3 hr lecture, 6 hr lab)

**TDR 2903            Topographic Drawing            3 SH**

(Prerequisite: TDR 1553) Interpretation, reduction, and recording of data gathered from surveying notes, lettering, symbols, and procedure for the production of maps. (1 hr lecture, 5 hr lab)

**TDR 2923            Cartographic Drafting            3 SH**

(Prerequisite: TDR 1553) Instruction in the basic principles of the art of map making, the processes and procedures used through all stages of map production, the correct use of the cartographer's tools and equipment, and the various reproduction methods employed. (2 hr lecture, 4 hr lab)

**TDR 2953            Tool Design            3 SH**

(Prerequisite: TMT 1614 and TDR 1563) Mass production methods and tools used in modern manufacturing. Laboratory study in designing cutting tools, gauges, jigs, fixtures, and dies. Production procedures related to use of industrial tools. (1 hr lecture, 4 hr lab)

**TDR 2993            Surveying Practice            3 SH**

(Prerequisite: TDR 1553 and MAT 1313) Theory and field work in measurements, land surveying, and grading. Staking out lot lines, building lines, grade and utility lines. (2 hr lecture, 2 hr lab)



**Principles in general electricity.** Basic theory and techniques of electricity, hazards and safety devices, and practical laboratory projects. (3 hr lecture, 6 hr lab)

Types of wiring and wiring methods, symbols, National Electric Code, methods of installation, blueprint reading, and practical laboratory projects. (3 hr lecture, 6 hr lab)

Advanced alternating current and direct current theory in single phase and three phase circuits, theory of coupled circuits for transformers, and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

Advanced fundamentals of industrial electricity, plant installation, circuit controls, and practical laboratory projects. (3 hr lecture, 6 hr lab)

# Technical Electronics

(Open only to non-electronics majors) Introduction to electron tubes and semiconductors. Non-mathematic treatment of most topics to provide the student with an understanding of electronic circuits. (3 hr lecture)

Basic study of direct and alternating current, magnetism, resistance, inductance, capacitance, and resonance. (3 hr lecture, 6 hr lab)

(Prerequisite: TEL 1356) Introduction to semiconductors and semiconductor amplifiers with emphasis on circuit design principles. Fundamentals of electron tubes and basic circuitry. (3 hr lecture, 6 hr lab)

(Prerequisite: TEL 1356 and 1366) Intensive preparation for students planning to take 1st, 2nd, or 3rd Class Radio-telephone examination. Both theory and mathematics. Periodic FCC type tests. (3 hr lecture)

(Prerequisite: TEL 1356 and 1366 or equivalent) Basic circuits of TV receivers including tuners, sweep circuits, and sync circuits. Diagnosis and repair of troubles in electronic apparatus. Correct use of hand tools, test equipment, and good soldering practices. (3 hr lecture, 6 hr lab)

**TEL 2396      Advanced Electronic Circuit Analysis      6 SH**

(Prerequisite: TEL 1356 and TEL 1366) Theory, analysis and design of switching circuits. Extensive use of test equipment. Non-linear integrated circuits. (3 hr lecture, 6 hr lab)

**TEL 2403      Computer Mathematics and Circuits      3 SH**

(Prerequisite: TEL 1356 or equivalent) Binary, Octal, and decimal conversions. Elementary Boolean algebra, Basic logic circuit design. (3 hr lecture)

**TEL 2416      Electronics Communications Circuits      6 SH**

(Prerequisite: TEL 1356 and 1366 or equivalent) Basic principles of reception, transmission, modulation, demodulation, transmission lines and associated equipment. Covers FM and AM. Provides information useful in passing FCC examinations. (3 hr lecture, 6 hr lab)

**TEL 2443      Pulse Circuits      3 SH**

(Prerequisite: TEL 1356 and 1366 or equivalent) Non-sinusoidal oscillators. Triggering and gating circuits. Transients and wave-shaping circuits. (3 hr lecture)

**TEL 2453      Advanced Semiconductors      3 SH**

(Prerequisite: TEL 1356 and 1366) Field effect transistors, MOSFET and UJT theory and circuitry. Principles of the SCR and other thyristor devices. Fundamentals of integrated circuits with emphasis on linear devices. (3 hr lecture)

## **Technical Office Machine Repair**

**TOM 1216      Office Machine Repair I      6 SH**

Theory, principles, and basic operations of the various mechanisms of standard and electrical typewriters; techniques of dismantling, assembling, and adjusting; and practical, laboratory problems. (3 hr lecture, 6 hr lab)

**TOM 1226      Office Machine Repair II      6 SH**

(Prerequisite: TOM 1216) Theory, principles, and techniques of cleaning, adjusting, and inspecting typewriters; practical laboratory problems. (3 hr lecture, 6 hr lab)

**TOM 2236      Office Machine Repair III      6 SH**

(Prerequisite: TOM 1226) Theory, principles, and the mechanics of hand electric adding machines and practical laboratory problems. (3 hr lecture, 6 hr lab)

**TOM 2246      Office Machine Repair IV      6 SH**

(Prerequisite: TOM 2236) Problems, principles, and techniques of servicing machines in offices; customer relationships; and technical procedure of field service and practical experience in the service field. (3 hr lecture, 6 hr lab)

## Technical Mechanics

**TME 1716                      Mechanics I    6 SH**

Theory and techniques of repairing automobile gas and diesel engines and their accessories, study of the fuels and lubricants used, head and block repair with the history and development of the internal combustion engine, and practical related projects. (3 hr lecture, 6 hr lab)

**TME 1726                      Mechanics II    6 SH**

Automobile trouble shooting and shop management; cooling, starting, generating, and ignition systems of gas and diesel engines; tune-up techniques and the use of modern testing and tune-up equipment with a practical study of shop management; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

**TME 2716                      Mechanics III    6 SH**

Theory and technique of repairing automobile clutches, transmissions, universal joints, differential, rear axle; study and application of specialized tools used in those areas; a history of the development and manufacture of the parts of the above assemblies; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

**TME 2726                      Mechanics IV    6 SH**

Introduction to the theory and techniques of repairing automobile springs, ride control, front end, steering systems and the braking system; a history and development of these systems and a study of the related parts; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

## Technical Refrigeration & Air Conditioning

**TRA 1516                      Refrigeration & Air Conditioning I    6 SH**

Theory, principles and techniques of physics as used in refrigeration and air-conditioning; practice in welding, brazing, flaring, swedging, and in handling copper tubing; safety precautions and regulations in the field, and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

**TRA 1526                      Refrigeration & Air Conditioning II    6 SH**

(Prerequisite: TRA 1516) Theory, principles, and techniques of different types of compressors; principles and problems of physics applicable to this phase of refrigeration; and practical, laboratory projects. (3 hr lecture, 6 hr lab)

**TRA 2536                      Refrigeration & Air Conditioning III    6 SH**

(Prerequisite: TRA 1526) Theory, principles, and techniques of all condensing units, feed devices and evaporators; the principles and problems of physics, applicable to these phases of the trade; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

**TRA 2546                      Refrigeration & Air Conditioning IV                      6 SH**

(Prerequisite: TRA 2536) Theory, principles, and techniques of all types of electrical and press controls; the principles and problems of physics applicable to this phase of the trade; thorough review of modern, technical advances in the field; and practical, related laboratory projects. Heat loss and heat load calculations, duct design and distribution systems. Controls and control systems. (3 hr lecture, 6 hr lab)

# **Technical Related Studies**

**TRS 1112                      First Aid                      2 SH**

Comprehensive course in first aid. Emergency treatment of minor and major injuries; correct use of first aid equipment. (2 hr lecture)

**TRS 1143                      Introduction to Vocational Education                      3 SH**

Organization of vocational education at the local, state, and national level. The place of types of education as integral parts of a democratic program of public education. (3 hr lecture)

**TRS 1212                      Safety Practices & Environmental Control                      2 SH**

Principles of safety and environmental control and their practical applications as they relate to hospitals, nursing homes, and other health care facilities. (2 hr lecture)

**TRS 1213                      Industrial Psychology                      3 SH**

Introduction to the scientific study of human behavior and experiences related to human relations in industry. Individual differences, selection, and placement of employees. (3 hr lecture)

**TRS 1313                      Industrial Safety                      3 SH**

Basic study of industrial accident prevention considering the nature and extent of the accident problem. Practical study of techniques for control of industrial hazards together with the fundamentals of good organization. (3 hr lecture)

**TRS 1413                      Basic Electricity                      3 SH**

Basic theory of the structure of matter, electron flow, conductor and insulator. Ohm's law, voltage drop, temperature coefficient of copper, etc. (3 hr lecture)

**TRS 1513                      Interpersonal Hospital Communications                      3 SH**

Designed to expand the individual's communication skills by identifying, examining, and correcting barriers to communications which may exist in the hospital community. (3 hr lecture)



## The Courses

### TRS 1613      Technical Mathematics I      3 SH

(Prerequisite: 1 unit of high school algebra or permission of the mathematics staff) Slide rule, algebraic expressions and operations, dimensional analysis, linear equations, exponents and radicals, quadratic equations, identification and approximation of roots. Open to technical and vocational students only; not open to students with credit in Mathematics 1313. (3 hr lecture)

### TRS 1623      Technical Mathematics II      3 SH

(Prerequisite: TRS 1613 or its equivalent) Exponentials and logarithms, trigonometry of right triangles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of the trigonometric functions, the  $j$ -operator, binominal expansion, progressions. Open to technical and vocational students only; not open to students with credit in Mathematics 1323. (3 hr lecture)

### TRS 1633      Introduction to the Metric System      3 SH

The International (SI) Metric System and its derived units of measurement. Conversion from the English system of measurement to the metric system. Prefixes, powers, exponents, symbols, and formulae. All types of manufacture, special services that use metric, home economics and consumer goods. (3 hr lecture)

### TRS 1713      Electric Machines I      3 SH

Basic study of DC and AC. Direct current motors and generators. Alternating current motors and generators. Single phase and three phase circuits. Protective and switching equipment. (3 hr lecture)

### TRS 1723      Electric Machines II      3 SH

(Prerequisite: TRS 1713) Continuation of Electric Machines I with emphasis on control of AC and DC motors and generators. Transformers and regulators. (3 hr lecture)

### TRS 1813      Technical Applied Physics I      3 SH

Properties of matter and mechanics. Designed for technical students. Fundamental course covering several basic principles of physics such as the nature of scientific measurement and the most widely used systems, properties of matter, including elementary atomic structure and the states of matter, mechanics and basic machines, and the solution of problems related to these areas. Laboratory periods used for demonstration and student experiments. (2 hr lecture, 2 hr lab)

### TRS 1823      Technical Applied Physics II      3 SH

Heat, Light, and Sound. Designed for technical students. An examination of the theory and applications of temperature and heat, the most widely accepted scales of measurement, sound and wave motion, light and illumination, optical measurement and the nature of atomic theory. (2 hr lecture, 2 hr lab)



**TRS 1913                      Introduction to Pharmacology                      3 SH**

Introduction to pharmacology through presentations designed to encourage critical evaluation of the various drugs, their mode of action, proper dosage, and possible side effects. Emphasis on effective pharmacologic therapy for common pathologic conditions. (3 hr lecture)

## **Voice (Music)**

ALL STUDENTS DESIRING ENROLLMENT IN VOICE MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

**VOI 1411                      Class Voice I                      1 SH**

Lessons in voice for students who have need of instruction in the fundamental aspect of vocal arts. (2 hr lab)

**VOI 1421                      Class Voice II                      1 SH**

Continuation of VOI 1411. (2 hr lab)

**VOI 1431                      Elective Voice I                      1 SH**

Intended for students who have advanced beyond the level of VOI 1421. (Two half-hr lessons per week, one hr practice daily, or at the instructor's discretion, one half-hr lesson per week and one hr practice daily)

**VOI 1441                      Elective Voice II                      1 SH**

Continuation of VOI 1431. (Two half-hr lessons per week, one hr practice daily or at the instructor's discretion, one half-hr lesson per week and one hr practice daily)

**VOI 1452                      Music Education Voice I                      2 SH**

Intended for music education majors with voice emphasis and non-music majors who meet instructor's requirements. Participation in choir required. (Two half-hr lessons per week, one hr practice daily)

**VOI 1462                      Music Education Voice II                      2 SH**

Continuation of VOI 1452. (Two half-hr lessons per week, one hr practice daily)

**VOI 1473                      Voice Major I                      3 SH**

(Prerequisite: satisfactory audition) Technique in the study of voice. Principles of relaxation, breathing, distinct enunciation, and interpretation. Participation in choir required. (Two half-hr lessons per week, two hrs practice daily)

**VOI 1483                      Voice Major II                      3 SH**

Continuation of VOI 1473. (Two half-hr lessons per week, two hrs practice daily)

VOI 2431	Elective Voice III	1 SH
----------	--------------------	------

**VOI 2441                  Elective Voice IV    1 SH**

VOI 2452      Music Education Voice III      2 SH

VOI 2462      Music Education Voice IV      2 SH

VOI 2473      Voice Major III      3 SH

VOI 2483                  Voice Major IV    3 SH

## Woodwinds (Music)

WWN 1511      Class Woodwinds I      1 SH

WWN 1521      Class Woodwinds II      1 SH

WWN 1531	Elective Woodwinds I	1 SH
----------	----------------------	------

WWN 1541      Elective Woodwinds II      1 SH

172

## The Courses

WWN 1552	Music Education Woodwinds I	2 SH
Music education majors and non-music majors who meet instructor's requirements. (Two half-hr lessons per week, two hrs practice daily)		
WWN 1562	Music Education Woodwinds II	2 SH
Continuation of WWN 1552. (Two half-hr lessons per week, two hrs practice daily)		
WWN 1573	Woodwinds Majors I	3 SH
(Two half-hr lessons per week, three hrs practice daily)		
WWN 1583	Woodwinds Majors II	3 SH
Continuation of WWN 1573. (Two half-hr lessons per week, three hrs practice daily)		
WWN 2531	Elective Woodwinds III	1 SH
Continuation of WWN 1541. (Two half-hr lessons per week, one hr practice daily)		
WWN 2541	Elective Woodwinds IV	1 SH
Continuation of WWN 2531. (Two half-hr lessons per week, one hr practice daily)		
WWN 2552	Music Education Woodwinds III	2 SH
Continuation of WWN 1562. (Two half-hr lessons per week, two hrs practice daily)		
WWN 2562	Music Education Woodwinds IV	2 SH
Continuation of WWN 2552. (Two half-hr lessons per week, two hrs practice daily)		
WWN 2573	Woodwinds Majors III	3 SH
Continuation of WWN 1583. (Two half-hr lessons per week, three hrs practice daily)		
WWN 2583	Woodwinds Majors IV	3 SH
Continuation of WWN 2573. (Two half-hr lessons per week, three hrs practice daily)		

## Vocational Course Description

On the following pages are listed the areas of training offered in the vocational division of Hinds Junior College. Following each area of study is indicated the minimum number of clock hours required for successful completion of training.

The courses offered within each area of training are listed alphabetically.

The course description gives the following information:

1. Course number
2. A title or subject name
3. The number of clock hours of credit allowed upon successful completion

Example:

(Course Number)	(Title or Subject Name)	(Credit)
VMS 0605	Introduction to Tool and Die	340 CH
VBO 2213	Advanced Typewriting	84 CH

This is followed by a description of the content of the course.

Semester hours (SH) credit is given for academic and technical courses. Clock hours (CH) credit is given for vocational and continuing education courses. Semester hours (SH) and clock hours (CH) may both be recorded on a student's permanent record; however, they are not interchangeable.

The numbering system carried in this catalog was initiated in June, 1972, and complies with the Mississippi Junior College Uniform Course Numbering System. Prior systems include those from 1922 to May 1968 and June 1968 to June 1972.

## **Airframe and Powerplant Maintenance**

2346 CH

VAP 1301      General Theory of Maintenance      504 CH

Maintenance of electrical, hydrauline, and cooling systems. Maintenance and repair of propellers.

VAP 1302      Powerplants      930 CH

The maintenance and overhaul of aircraft engines, including both reciprocating and jet engines.

VAP 1303      Airframe      912 CH

The maintenance and repair of both metal and fabric covered aircraft.

Upon completion of this program, the student should be able to successfully pass the FAA examination for the A & P Mechanics license.

## **Automotive Body and Frame Repair**

2340 CH

VBF 0751      Basic Fundamentals      425 CH

All phases of body repairing, use of modern tools, and equipment. Step-by-step procedure for handling typical jobs and shop safety.

VBF 0752      Removing Defective Parts      200 CH

Removal of damaged parts, such as doors, panels, fenders, bumpers, and hoods, with special instruction in the principles of gas and arc welding.

VBF 0753      Repairing Parts      275 CH

Use of hydraulic jacks and the repairing of quarter panels, door panels, and fenders.

VBF 0754      Surface Preparation      200 CH

Removal of wax and grease, sanding, the use of metal conditioners, and putties.

VBF 0755      Finishing      275 CH

Use of body filler, fiber glass, primer, and primer surfacing.

VBF 0756      Painting      275 CH

Theory and techniques of automobile painting; use of the acrylic paint, lacquer, and enamel; construction and operation of the necessary equipment such as air requirements, types of spray patterns, spray gun care and operation.



## The Courses

<b>VBF 0757</b>	<b>Special Painting Problems</b>	<b>200 CH</b>
-----------------	----------------------------------	---------------

Painting over bare metal, painting lacquer over lacquer, spot painting, painting lacquer over enamel, off spot mixing colors, and the use of various types of sealers.

VBF 0758 Special Problems in Body and Fender 400 CH

Door and panel alignment, frame repairing, door and window adjustments, and water leaks repair.

<b>VBFB 0759</b>	<b>Supervision and Management</b>	<b>90 CH</b>
------------------	-----------------------------------	--------------

Instruction in estimating. The responsibilities of the shop foreman and management, ordering materials.

# Automobile Mechanics

2340 CH

VAM 0701      Orientation      280 CH

Job opportunities, physical structure of the industry, safety, first aid, use of tools, trade nomenclature, and basic fundamentals.

VAM 0702 Brake Systems 190 CH

Manual and power brake systems. Theory and shop experience on in-service automobiles.

VAM 0703      Suspension and Steering      330 CH

Manual and power steering with front end alignment and repair. Classroom theory and shop experience on in-service automobiles.

VAM 0704      Electrical and Tune-up      420 CH

All aspects of electrical and tune-up. Classroom theory and trouble shooting and repair on in-service automobiles.

VAM 0705 Engine Systems 310 CH

Theory and repair on all engine systems with shop experience on in-service automobiles.

VAM 0706      Power Train & Rear Axles      420 CH

Thoery and repair on manual and automatic transmissions and differentials with shop experience on in-service automobiles.

VAM 0707 Heating and Air Conditioning 210 CH

Theory and repair of heating and air conditioning systems with shop experience on in-service automobiles.

VAM 0708      Management Problem      180 CH

Theory concerning the automotive industry with shop experience in management.

## Barbering

1500 CH

VBA 1101      Elementary Practice      500 CH

Orientation and practical experience in basic haircutting, shaving, shampooing, and facial under constant supervision of the instructors.

VBA 1102      Intermediate Practices      400 CH

Review and mastery of elementary practices with emphasis on speed and accuracy. Constant supervision. (With sufficient progress and permission from the State Board of Barber Examiners, the student may be allowed to work Saturdays in an established barber shop under the supervision of a master barber.)

VBA 1103      Advanced Techniques      400 CH

Continuation of intermediate barbering with emphasis on skill building in specialized areas such as razor cutting, blow waving, hair straightening, and hairpiece fitting.

VBA 1104      Special Problems      200 CH

Continuation of intermediate barbering and advanced techniques with emphasis on individual problems in mastering skills necessary to becoming an apprentice barber.

Upon completion of this program, the student should be able to successfully pass the Mississippi Barber Board Examination.

## Building and Construction

Bricklaying 900 CH

VCM 2111      Introduction and Safety      65 CH

Orientation to the bricklaying profession. Care and use of the tools, terms, nomenclature, and safety procedures used in the bricklaying trade.

VCM 2112      Corner Lead      250 CH

Instruction and experience in constructing guidelines and working layouts. Projects include construction of four-, eight-, and twelve-inch corner leads.

VCM 2113      American Bond      315 CH

Instruction and practical experience in constructing four-, eight-, and twelve-inch walls.

VCM 2114      Advanced Patterns      270 CH

Instruction and practical experience in constructing patterns and designs as found in fireplaces and arches. Reading, interpreting and building from plans and specifications.

## The Courses

### Carpentry 1080 CH

VCM 2121      Basic Principles and Safety      360 CH

Use of hand and power wood working tools. Introduction to safety practices and safe work habits. Terminology of the carpentry trade and characteristics of building materials. Emphasis on the safe use, care, and adjustment of equipment and tools.

VCM 2122      Foundations      60 CH

The setting and leveling of batter boards and grade stakes. Methods of excavation. Types of foundations.

VCM 2123      Framing      150 CH

Introduction and explanation of the different kinds of framing, including both residential and commercial buildings.

VCM 2124      Finishing      250 CH

Methods of both interior and exterior finishing. Special emphasis on installing casings, paneling, doors and windows.

VCM 2125      Special Problems      260 CH

Using blueprints for the carpentry trade and estimating.

## Business and Office

### 1008 CH

VBO 2211      Beginning Typewriting      34 CH

A course for students with no previous instruction in typewriting. Principles of the use and care of the typewriter, basic typewriting techniques, skills necessary to operate the typewriter efficiently and accurately, introduction to letter writing and business forms.

VBO 2212      Intermediate Typewriting      84 CH

(Prerequisite: VBO 2211 or one unit of high school typewriting) Continuation of beginning typewriting. Detailed study of letter writing, tabulation, business forms, reports, and legal documents.

VBO 2213      Advanced Typewriting      84 CH

(Prerequisite: VBO 2212) Continuation of intermediate typewriting. Emphasis on speed and accuracy. Additional emphasis on correspondence, tables, forms, manuscripts, and reports.

VBO 2214      Professional Typewriting      84 CH

(Prerequisite: VBO 2213) Continuation of advanced typewriting. Major emphasis on developing the student's production rate. Practice in planning and typewriting advanced jobs under office conditions.

VBO 2215      Machine Duplication      30 CH

Theory and practice in the operation of the stencil and spirit duplication and the photocopy machine.

VBO 2216                      Machine Transcription                      30 CH

Designed to develop proficiency in transcribing from machine dictation.

VBO 2217 IBM Mag Card Selectric Typewriter 30 CH

Designed to develop proficiency in the operation of the magnetic card typewriter.

VBO 2218 IBM Executive Typewriter 15 CH

### Operation of the executive typewriter.

VBO 2219 IBM Composer 30 CH

Operation of the IBM Composer. Copy with justified right-hand margins.  
Practical experience.

VBO 2220      Machine Calculations      33 CH

Use of various types of calculators, adding machines, and adding-listing machines.

VBO 2221      Beginning Shorthand      84 CH

Introduction and mastery of the principles of Gregg Shorthand. No previous instruction in shorthand required.

VBO 2222 Intermediate Shorthand 84 CH

(Prerequisite: VBO 2221 or its equivalent) Review of the principles of Gregg Shorthand with emphasis upon accuracy and speed. Dictation and transcription stressed.

VBO 2223      Advanced Shorthand      84 CH

(Prerequisite: VBO 2222 or its equivalent) A rapid review in the theory and practice of Gregg Shorthand and an intensive course in the building of rapid and skilled dictation and transcription.

VBO 2224      Personal Development      50 CH

Emphasis on tasteful appearance, attractive personality, and social polish necessary for success in today's business world.

VBO 2225      Filing and Records Management      34 CH

The complete filing cycle, including theory and practice in the operation of systems of alphabetic, numeric, geographic, and subject files. Basic concepts with emphasis on the principles of records management.

## The Courses

## VBO 2226 Business English 118 CH

The principles of English grammar, usage, and style that comprise the framework of effective business communication.

## VBO 2227      Bookkeeping      34 CH

Designed to instruct students in the fundamentals of bookkeeping theory and practice geared to the needs of secretarial students. Single proprietorship.

## VBO 2228 Consumer Economics 50 CH

Basic concepts of economics and consumer behavior, Emphasis on basic economic principles and current economic problems and policies, consumer buying and budgeting, consumer credit acquisition and utilization, insurance and estate planning.

## VBO 2229 Business Math 118 CH

Fundamental mathematical processes, including number systems and relationships, banking records, inventories and turnover, the fundamental processes, and measurements.

## VBO 2230 Office Practice 50 CH

A course to acquaint the student with modern office practices and to give an understanding of office situations and basis for adjustment in the actual business office. A study of the many secretarial duties and practice in the performance of them.

<b>VBO 2231</b>	<b>Enriched Training</b>	<b>1 CH</b>
-----------------	--------------------------	-------------

Practical experience in lab type office situation. One clock hour equivalent to three hours of enriched training.

## VBO 2232 Human Relations in Business 50 CH

Introduction to human behavior and experiences related to office occupations.

## VBO 2233 Business Letter Typing 30 CH

(Prerequisite: Typewriting 2211 or equivalent) A course designed to provide the student with concentrated practice in the preparation of business or personal letters.

## VBO 2234      Magnetic Tape Selectric Typewriter      30 CH

(Prerequisite: Typewriting VBO 2211 or equivalent) A course designed to develop proficiency in the operation of a magnetic tape selectric typewriter.



# Diesel Mechanics

## 2340 CH

VDM 0801	Diesel Engines	500 CH
----------	----------------	--------

Introduction to diesel engines. Study of engine parts, operating theory, and disassembly; inspection techniques and repair; proper procedure in reassembly; safety in the shop.

VDM 0802      Gear Trains      500 CH

Theory and techniques of repairing transmissions, torque connectors, clutches, final drives, and brakes.

VDM 0803      Electrical System      300 CH

Repair and maintenance of wiring systems AC and DC. Generators, alternators, and electric starting motors.

VDM 0804 Engine Accessories 200 CH

Maintenance and repair of air compressors, radiators, superchargers, governors, exhaust system, air intake systems, and safety devices.

VDM 0805      Fuel Injection Systems      340 CH

Introduction to the basic requirements of the fuel system: methods of air injection, fuel oil ratings, trouble-shooting fuel systems and their repair including calibration to manufacturer's specifications.

VDM 0806      Advance Problems and Supervision      500 CH

Performance records, troubleshooting, maintenance records, and repair of in-service equipment.

# Electric Motor Repair

## 2340 CH

VEM 0951 Introduction to Electric Motor Repair 500 CH

Classroom lectures and practical experience. General job responsibilities. Care and use of tools and equipment. Rewinding and repair of split phase motors.

VEM 0952	Intermediate Electric Motor Repair	500 CH
----------	------------------------------------	--------

Rewinding and repair of capacitor motors and of shaded pole motors and testing procedures.

VEM 0953      Advanced Electric Motor Repair      500 CH

### Rewinding and repair of repulsion motors and polyphase motors.

## The Courses

### **VEM 9054      Special Problems in Electric Motor Repair      500 CH**

Rewinding and repair of direct current motors. Rewinding and repair of direct current armatures.

### **VEM 0955      Advanced Problems in Electric Motors Repair      340 CH**

A. C. motors and controls. D. C. motors and controls.

## **General Electricity and Wiring**

### **2340 CH**

#### **VEW 0901      Fundamentals of Electricity      500 CH**

Hazards, safety devices, and regulations. Electrical theory, National Electric Code, plan installation and blueprint reading and interpretation. Trade mathematics and general business practices. Layout of an installation in Romex and conduit from a working set of drawings.

#### **VEW 0902      Residential Wiring      500 CH**

Installation of all wiring devices and connecting conductors for power and switching of lights and devices in a residence. Installing all types of appliances used in a modern home. Installing the required power and control panels to adequately power the installation. Making up all connections and installing light fixtures. Troubleshooting and making any necessary repairs in a modern dwelling.

#### **VEW 0903      Commercial Electricity      500 CH**

Installation of all devices and connecting raceways including the anchoring to or inside the structure frame. Pulling of conductors and making up splices to make the installation operative. Installation of all panels, subpanels, and remote switching devices to control all equipment used to perform all types of operations. Hanging of all types of fixtures necessary to light to the standards required in a commercial complex. Troubleshooting and necessary repairs to an existing system, including the addition of supplementary facilities.

#### **VEW 0904      Industrial Electricity      500 CH**

Installation of all devices and connecting raceways including the anchoring to or inside the structure frame. Pulling of conductors and making up splices to make the installation operative. Installation of all panels, subpanels, and remote switching devices to control all equipment used to perform all types of operations.

#### **VEW 0905      Special Problems      340 CH**

Pole line construction covering layout of lines, digging holes, setting poles, guying, laying-up and tying in conductors. Installing and hooking up transformers. Inspecting and testing all types of equipment used for special applications and conditions. Assembling special types of controls and operators used both inside and outside structures.

# Industrial Drafting

## 2160 CH

VDR 1401      Basic Drafting Techniques      500 CH

Introduction to drafting and graphic language: lettering geometric construction, sketching, multiview projection, dimensioning, sectional and auxillary views.

VDR 1402      Advanced Drafting Techniques      500 CH

Advanced areas of drafting such as revolutions, axonometric projections, oblique projection, perspective, threads and fasteners, springs, and working drawings.

VDR 1403      Architectural Drafting      500 CH

Introduction to the field of general architectural drafting: structures, symbols, specifications, essentials of planning.

VDR 1404      Pipe Drafting      300 CH

Specialized skills in such areas as symbols, controls, pipe fittings, and detail drawings.

VDR 1405      Topographic Drafting      260 CH

Topographic drafting: sings, mapping, and contours.

# Machine Shop

## 2340 CH

VSM 0601      Basic Machine Shop      500 CH

An introduction to Basic Machine Shop, including blueprint reading, shop math, measuring tools, layout and benchwork, drill press, and introduction to lathe work. (2 hr lecture, 4 hr shop)

VMS 0602      Intermediate Machine Shop      500 CH

Fundamentals of machine operations of drilling, reaming, turning between centers, chuck work, thread cutting, taper turning, collets, vertical milling, layout, shop math, blueprint reading. (2 hr lecture, 4 hr shop)

VMS 0603      Advanced Machine Shop      500 CH

Advanced machine operations including engine lathe, horizontal and vertical milling machine, surface grinder, tool grinding, layout and measuring tools, blueprint reading, shop math. (2 hr lecture, 4 hr shop)

VMS 0604      Special Projects      500 CH

Continued advanced machine operations blueprint reading, shop math, metallurgy, machining efficiency, material economy, cutter grinding and welding.

## The Courses

VMS 0605	Introduction to Tool and Die	340 CH
Basic fundamentals of jig, fixtures, punch press tooling, heat treating. (2 hr lecture, 4 hr shop)		

## Meat Cutting & Processing

1080 CH

VMC 1231	Slaughtering Techniques	100 CH
VMC 1232	Grading & Inspection	110 CH
VMC 1233	Cutting and Breaking Methods	390 CH
VMC 1234	Refrigeration, Curing, and Smoking	150 CH
VMC 1235	Merchandising Techniques	330 CH

## Nurse Aid Science

320 CH

This is an eight-week course designed to prepare qualified men and women to become Nurses Aides. The applicant must pass a written final examination to obtain a Nurse Aide Card.

The Nurse Aide Program at Hinds Junior College is affiliated with Kuhn Memorial State Hospital, Vicksburg, Mississippi; University of Mississippi Medical Center, Jackson, Mississippi; and Hinds General Hospital, Jackson, Mississippi.

NAS 0140	Nurse Aide Skills	320 CH
----------	-------------------	--------

Introduction to health care and basic nursing skills. Introduction to basic science, terminology, and basic nursing skills performed under a professional nurse. 164 hours of class work and 156 hours of clinically supervised practice. 8 wks.

## Office Machine Repair

2340 CH

VOM 1201	Introduction and Safety	100 CH
----------	-------------------------	--------

Introduction to the field of office machine repair. Safety procedures to be used in the classroom and lab. Proper use of tools and equipment.

VOM 1202	Manual Typewriter Repair	200 CH
Disassembly, assembly, cleaning, repair, and adjustment of all makes of manual typewriters.		
VOM 1203	Electric Typewriter Repair	400 CH
Disassembly, assembly, cleaning, repair and adjustment of electric typewriters. Study of motor drive and other mechanisms.		
VOM 1204	Manual Adding Machines	200 CH
Principles, repair, and servicing of the straight adder.		
VOM 1205	Electric Adding Machines	250 CH
Repair and servicing of the motor drive and credit balance in addition to the material covered in the previous unit.		
VOM 1206	Mechanical Calculation	300 CH
The principles of repair, servicing and operation of mechanical calculators. Repair and adjustment to the drive units.		
VOM 1207	Basic Electronics	200 CH
Components and their function in a circuit. How to read schematics.		
VOM 1208	Electric Calculators	350 CH
Repair and servicing of display and printing calculators. Repair of printed circuit boards.		
VOM 1209	Advanced Problems	340 CH
Practical experience and bench work. Study of sales and meeting the public.		

## Offset Printing

1080 CH

VOP 1501	Image Assembly	150 CH
Orientation to the field of printing and the equipment used. Emphasis on developing safe work habits. For students with a typing capability of at least forty words per minute, the use of the composer and elementary typography.		
VOP 1502	Photo Conversion	250 CH
Use of reproduction cameras and darkroom facilities including the study of graphic arts photographic chemistry. Line, halftone, contact, and duplicate negatives as well as PMT reproduction and transparencies.		
VOP 1503	Stripping and Platemaking	150 CH
Positioning of negatives on a carrier in proper position for printing simple one color runs. Process of making pre-sensitized and wipe-on plates.		



## The Courses

### **VOP 1504      Presswork      350 CH**

Use and maintenance of offset duplicators and commercial presses. Inks and the PMS color matching system along with a study of grades, weights, and use of the different types of paper.

### **VOP 1505      Finishing Process      130 CH**

Use of the paper cutter, folder, and other binding equipment. Hand work such as collating and counting paper.

### **VOP 1506      Management Problems      50 CH**

Use of the Franklin Printing Catalog for printing. Personnel management.

## **Operating Room Technology**

### **1420 CH**

#### **ORT 0121      Operating Room Technology I      500 CH**

Introduction to Operating Room Technology. Introduction and orientation, basic sciences, care and safety of patient during surgery, principles of operating room techniques, and coordinated hospital activities. 16 weeks.

#### **ORT 0122      Operating Room Technology II      640 CH**

Basic surgical procedures and supervised clinical experiences. 16 weeks.

#### **ORT 0123      Operating Room Technology III      280 CH**

Advanced surgical procedures and supervised clinical experience. 7 weeks.

## **Practical Nurse Program**

### **1780 CH**

Practical Nursing is a twelve-month course designed to prepare qualified men and women to become Licensed Practical Nurses, after successful completion of the prescribed course of study and writing of the State Board Examination.

#### **PRN 0111      Practical Nursing I      580 CH**

Basic fundamentals of practical nursing; includes orientation to nursing, vocational relationships, body structure and function, nutrition, human development, introduction to illness, introduction to medical-surgical nursing, basic pharmacology, and psychiatric nursing. 16 weeks.

#### **PRN 0112      Practical Nursing II      600 CH**

(Prerequisite: PRN 0111) Basic clinical nursing and supervised clinical experience. Introduction to clinical phase of medical-surgical nursing and maternity nursing. 16 weeks.

**PRN 0113      Practical Nursing III      600 CH**

(Prerequisite: PRN 0111) Advanced clinical nursing and supervised clinical experience. Includes pediatric nursing, psychiatric nursing, out-patient care, central supply room, and emergency room nursing. 16 weeks.

## **Radio & TV Mechanics**

**3000 CH**

**VTV 0851      Fundamentals of Electronics      480 CH**

As applied to Radio and TV servicing. Basic concepts and D-C circuits analysis. Fundamentals of A-C and A-C circuits analysis. Vacuum tube and semiconductor fundamentals.

**VTV 0852      Radio Theory and Servicing      480 CH**

RF carrier signals. Types of modulations amplitude (AM), frequency modulation (FM), the superheterodyne receiver, home and auto RF stage, local OSC, and mixer stage, IF stage, det.stage, AF amplifier stage, and the power output stage. Types of low voltage power supplies. Alignment procedures and equipment.

**VTV 0853      Black and White Television Theory and Servicing      480 CH**

Television transmission and reception. Composite picture and sound signals, band width requirements, and frequency allotment of channels; television receivers; servicing procedure and breakdown of receiver into sections; location of sections on the chassis. Heater circuit and low-voltage section, vertical sweep section, synchronization section, picture-signal path, sound-signal path, picture tube, alignment procedures and equipment.

**VTV 0854      Color Television Theory and Servicing      480 CH**

Theory of color. Development of a color television signal. The color transmitter, color receiver, the lummanance (Y) channel, the chrominance channel, the chroma (bandpass) amplifier and blanker, the demodulators and color amplifiers. The color sync section, the horizontal-sweep and high-voltage section of a color television receiver. The vertical sweep section of a color TV receiver. The color picture tube and its associated circuits. Alignment procedure and equipment.

**VTV 0855      Advanced Problems      480 CH**

Preparation for Certified Electronics Technicians Examination. An intensified study review of Blocks VTV 0851, VTV 0852, VTV 0853, and VTV 0854.

**VTV 0856      Diagnostic Procedures      480 CH**

Applied bench servicing techniques in a production atmosphere that closely resembles the professional television repair shop. Use of senses of sight, sound, touch, and smell. Up-to-date equipment.

## The Courses

VTV 0857                      Related Studies                      120 CH

Safety, mathematics, small business, and management. Applied psychology. Human relations, technical writing, and reports.

# Refrigeration & Air Conditioning

## 2340 CH

VRA 1001                      Domestic Refrigeration                      500 CH

Introduction to basic systems, cycles, and classifications of domestic refrigeration.

VRA 1002                      Residential Air Conditioning                      500 CH

Repair and installation of residential air conditioning.

VRA 1003                      Commercial Refrigeration                      500 CH

Maintenance of commercial freezers, refrigerated display cases, and locker plants.

VRA 1004                      Commercial Air Conditioning                      500 CH

Trouble shooting and servicing of hydronic systems and cooling towers.

VRA 1005                      Heat Load Calculation and Duct Sizing                      280 CH

Psychrometrics, heat loss, heat gain, air movement, and duct sizing.

VRA 1006                      Advanced Problems                      60 CH

Advanced projects assigned by the instructor.

# Respiratory Therapy

## 1719 CH

VRT 0151                      Vocational Respiratory Therapy I                      573 CH

Introduction to Respiratory Therapy. Fundamentals of basic sciences, basic anatomy and physiology as related to cardio-pulmonary systems, an introduction to basic equipment and procedures used in respiratory therapy. 16 weeks.

VRT 0152                      Vocational Respiratory Therapy II                      573 CH

Basic supervised clinical experience. Use of basic procedures and techniques on limited patient involvement, basic gas administration via naso-cannula catheters and various oxygen therapy masks, limited I. P. P. B. therapy, cleaning and sterilizing procedures, and introduction to E. K. G. 16 weeks.

**VRT 0153      Vocational Respiratory Therapy III      573 CH**

Advanced clinical experience. Continuation of techniques and procedures used in respiratory therapy, use of pulmonary function equipment, arterial blood gas monitoring, and controlled ventilation of volume ventilators. 16 weeks.

**Sheet Metal****2340 CH****VSM 1601      Introduction and Safety      150 CH**

Training in the principles of metal work and using the correct metal and gauge. Instruction in the proper use and care of sheetmetal equipment and hand tools.

**VSM 1602      Elementary Layout      350 CH**

Use of lines in simple sheetmetal layout. Use of sheetmetal terminology and formulas.

**VSM 1603      Parallel Line Layout      300 CH**

Introduction to the basic lay out of parallel lines on round and rectangular fittings. Methods of laying out common duct fittings.

**VSM 1604      Round and Radial Line Layout      400 CH**

Training in the layout of round fittings by using radial lines.

**VSM 1605      Triangulation Development      400 CH**

Study of triangulation and its use in relationship with parallel and radial line procedures.

**VSM 1606      Advanced Problems      340 CH**

Training in working from shop drawings. Projects allow the student to use all shop equipment.

**VSM 1607      Advanced Layouts      200 CH**

Instruction in the skills of special layout for shop drawings.

**VSM 1608      Welding      200 CH**

Introduction to the techniques and skills of brazing, cutting, soldering and welding all types of metals that would be used in the sheetmetal field.

**Welding****1005 CH****VWL 0501      Basic Principles      330 CH**

Introduction to oxygen-acetylene and electric welding. Safe use of welding gases and equipment. Proper selection of electrodes and arc welding in the flat, horizontal, and vertical positions.

The Courses

VWL 0502	Intermediate Practices	260 CH
	Arc welding in the overhead position and arc welding of pipe.	
VWL 0503	Advanced Processes	260 CH
	Gas tungsten arc welding and the semi-automatic processes: dual shield and micro wire.	
VWL 0504	Special Problems	150 CH
	Blueprint reading. Use of shop drawings in making layouts that are welded.	



## ENROLLMENT SUMMARY

1973-1974

### SUMMER 1973

Total Day Enrollment .....	1126
Total Evening Enrollment .....	<u>531</u>
	1657

### FALL 1973

Total Day Enrollment .....	3787
Total Evening Enrollment .....	<u>1247</u>
	5034

### SPRING 1974

Total Day Enrollment .....	2998
Total Evening Enrollment .....	<u>1604</u>
	<u>4602</u>
Total for the 1973-74 Academic Year	11,293

# Index

- Absences . . . . . 40
- Academic regulations . . . . . 36-41
  - absences . . . . . 40
  - academic probation
    - and suspension . . . . . 39-40
  - auditing a course . . . . . 38
  - classification of students . . . . . 39
  - degrees and certificates . . . . . 40-41
  - dropping a course . . . . . 38
  - final exams . . . . . 38
  - grades . . . . . 36-37
  - honor students . . . . . 39
  - probation . . . . . 40
  - quality point average . . . . . 37
  - total semester hours . . . . . 38
  - withdrawal from school . . . . . 38
- Accounting, courses in . . . . . 102
- Accreditation . . . . . 26
- Activities, student . . . . . 53-58
- Administrative officers . . . . . 7
- Admissions . . . . . 31-32
  - approval . . . . . 32
  - requirements, beginning
    - freshmen . . . . . 31
    - returning students . . . . . 31
    - transient students . . . . . 32
    - transfer students . . . . . 31
- Agriculture
  - agricultural education . . . . . 64
  - agricultural mechanics
    - technology . . . . . 65
  - courses in . . . . . 102-105
  - general agriculture . . . . . 64
  - livestock technology . . . . . 66
  - pre-veterinary . . . . . 97
  - programs of study . . . . . 64-66, 97
  - veterinary assistant . . . . . 97
- Aims, college . . . . . 25
- Airframe & power plant
  - maintenance
    - courses in . . . . . 163-164, 175
  - programs of study
    - technical . . . . . 66-67
    - vocational . . . . . 175
- Application for degrees, certificates, and graduation . . . . . 41
- Applied Science Associate
  - Degree, program of study . . . . . 81
- Architecture, program of study . . . . . 67
- Art, courses in . . . . . 105-107
  - program of study . . . . . 68
- Associate in Applied Science
  - Degree . . . . . 40-41
- Associate in Arts Degree . . . . . 40
- Athletics . . . . . 53-54
  - intercollegiate . . . . . 53
  - men's intramurals . . . . . 54
  - women's recreation
    - association . . . . . 54
- Auditing a course . . . . . 38
- Auto body & frame repair
  - courses in . . . . . 175-176
- Auto mechanics, courses in . . . . . 176
- Band, courses in . . . . . 145-146
  - Eagle . . . . . 58
- Bank & finance technology
  - courses in . . . . . 107-109
- Barber Shop . . . . . 47
- Barbering, courses in . . . . . 177
- Basic Educational Opportunity
  - Grant . . . . . 44
- Bible & philosophy
  - courses in . . . . . 149-150
- Biology, courses in . . . . . 109-111
- Black Student Association . . . . . 55
- Board of Trustees . . . . . 6
- Boards of Supervisors . . . . . 6
- Books . . . . . 32
- Bookstore, campus . . . . . 47
- Brass, courses in . . . . . 111-112
- Bricklaying, courses in . . . . . 177
- Building and construction
  - courses in . . . . . 177-178
- Buildings . . . . . 27
- Business, general, courses in . . . . . 112
  - program of study . . . . . 68-69
- Business administration
  - courses in . . . . . 112
- Business and office
  - courses in . . . . . 178-180
- Business law, courses in . . . . . 112
- Business Office . . . . . 47
- Cafeteria . . . . . 48
- Calendar, academic . . . . . 2-3
- Campus housing . . . . . 25, 45-46
- Campuses, grounds, and
  - buildings . . . . . 27
- Campus police . . . . . 49-53
- Campus services . . . . . 47-53
- Car registration . . . . . 49-50
- Carpentry, courses in . . . . . 178
- Change of college major . . . . . 32
- Chemistry, courses in . . . . . 113-117
- Choir . . . . . 58
  - courses in . . . . . 145-146

Classification of students with semester hours credit. . . . .	39	state requirements for certifi- cation, elementary . . . . .	75
Clubs . . . . .	54-57	secondary . . . . .	76
College major, change of . . . . .	32	Educational psychology	
declaration of . . . . .	32	courses in . . . . .	126
College-Work Study Program. . . . .	44	(See also Psychology)	
Commercial design & adver- tising, courses in . . . . .	117	Elementary education . . . . .	74
program of study . . . . .	69	Electric motor repair	
Communications, courses in . . . . .	118	courses in . . . . .	181
Concessions. . . . .	48	Electricity and wiring	
Conduct, student . . . . .	59	courses in . . . . .	166, 182
Construction management		technical . . . . .	166
courses in . . . . .	177-178	vocational . . . . .	182
Cooperative Education		Electronic data processing	
Program . . . . .	43	computer operations. . . . .	77
Counseling and guidance		courses in . . . . .	123-125
services. . . . .	42-45	keypunch operations. . . . .	77
orientation . . . . .	42	programming . . . . .	76-77
testing . . . . .	42-43	Electronics technology	
Courses, descriptions		courses in . . . . .	166-167
academic . . . . .	101	program of study . . . . .	78
technical . . . . .	101	Engineering, courses in . . . . .	126
vocational . . . . .	174	program of study . . . . .	78-79
Declaration of college major		English, courses in . . . . .	126-128
field of study. . . . .	32	Enrollment, summary of . . . . .	191
Degree requirements . . . . .	40-41	Environmental science	
Degrees and certificates . . . . .	40-41	program of study . . . . .	79
requirements for . . . . .	40-41	Environmental protection,	
residency requirements . . . . .	41	courses in . . . . .	115
Dentistry, dental assisting		Examinations,	
courses in . . . . .	118-119	exemption from. . . . .	41
program of study . . . . .	70-71	final . . . . .	38
pre-dental, program of study. . . . .	70	Expenses . . . . .	33-34
Diesel mechanics, courses in . . . . .	181	books and other expenses. . . . .	32
Dietetic technician		entrance fee. . . . .	33
courses in . . . . .	119-121	non-resident tuition . . . . .	33
program of study . . . . .	71-72	other fees . . . . .	33
Distribution & marketing tech- nology, courses in . . . . .	121-123	refund policy . . . . .	35
program of study . . . . .	72-73	room and board . . . . .	33-34
Dormitories. . . . .	45-46	Faculty and professional	
for men . . . . .	46	staff . . . . .	8-19
for women . . . . .	46	Federally Insured Loan . . . . .	44
Drafting courses in . . . . .	164-165, 183	Final examinations. . . . .	38
technical. . . . .	164-165	Financial aids . . . . .	43-44
vocational. . . . .	183	Fire protection & safety tech- nology, courses in. . . . .	128-130
Drafting and design technology		program of study . . . . .	80
program of study . . . . .	73-74	French, courses in . . . . .	142-143
Dropping a course. . . . .	38	General course requirement . . . . .	80
Eagle, The. . . . .	58	General electricity and wiring	
Economics, courses in . . . . .	123	courses in . . . . .	182
Education, elementary. . . . .	74	Geography, courses in . . . . .	130
secondary . . . . .	75	Geology, courses in . . . . .	131
		program of study . . . . .	81

German, courses in . . . . . 143-144  
 Grading system . . . . . 36-37  
 Graduation  
     requirements . . . . 40-41, 80, 81  
 Graphics, Engineering  
     courses in . . . . . 131  
 Grill . . . . . 48  
 Guidance testing . . . . . 42-43  
 Health services . . . . . 48  
 Health occupations, medical lab-  
     oratory technician . . 86-87, 140  
     medical technology . 88, 139-140  
     nurse aide . . . . . 184  
     nursing . . . . . 90, 146-147  
     practical nurse . . . . . 186-187  
     operating room technology. 186  
     respiratory therapy,  
         technical. . . . . 154-155  
         vocational. . . . . 188-189  
 Health, physical education, and  
     recreation, courses in. . 131-133  
 Hinds Junior College  
     Work Program . . . . . 44  
 Hindsonian, The. . . . . 58  
 Hi-Steppers . . . . . 56  
 History, courses in . . . . . 133-134  
 History, college . . . . . 26-27  
 Home economics,  
     courses in . . . . . 134-135  
     program of study . . . . 81-82  
 Honor students . . . . . 39  
 Hotel, motel, restaurant manage-  
     ment, courses in . . . . 135-137  
     program of study . . . . . 82  
 Housing . . . . . 45-46  
 I D card . . . . . 48  
 Incomplete grades . . . . . 37  
 Industrial education,  
     program of study . . . . . 83  
 Industrial drafting,  
     courses in . . . . . 183  
 Industrial technology,  
     program of study . . . . . 83-84  
 In-Progress grades . . . . . 37  
 Job placement . . . . . 44  
 Journalism, courses in . . . . 137  
     program of study . . . . . 84  
 Languages . . . . . 142-144  
     French, courses in . . . 142-143  
     German, courses in . . . 143-144  
     Spanish, courses in . . . 143-144  
 Laundry . . . . . 49  
 Law Enforcement Education  
     Program . . . . . 44

Law, pre, program of study . . . 85  
 Learning resources services. . . . 47  
 Livestock technology,  
     program of study . . . . . 66  
 Location, Hinds Junior  
     College . . . . . 26-27  
 Lost and found . . . . . 49  
 Machine shop, courses in . 183-184  
 Major, change of . . . . . 32  
     declaration of . . . . . 32  
 Mathematics, courses in. . 137-139  
 Mechanical technology,  
     courses in . . . . . 139-140  
     program of study . . . . . 85-86  
 Medical laboratory technician,  
     courses in . . . . . 140  
     program of study . . . . . 86-87  
 Medical record technician,  
     courses in . . . . . 140-141  
     program of study . . . . . 87-88  
 Medical technology  
     courses in . . . . . 139-140  
     program of study . . . . . 88  
 Medicine, pre,  
     program of study . . . . . 89  
 Meat cutting and processing . . 184  
 Military science,  
     courses in . . . . . 141-142  
 Modern languages,  
     courses in . . . . . 142-144  
 Motor vehicles, regulations . . 49-53  
 Music, brass, courses in . . 111-112  
     courses in . . . . . 144-146  
     organ, courses in. . . . 147-148  
     percussion. . . . . 148-149  
     piano . . . . . 151-152  
     program of study . . . . . 89  
     strings . . . . . 162-163  
     voice . . . . . 171-172  
     woodwinds . . . . . 172-173  
 Nursing  
     nurse aid, courses in . . . . 184  
     nursing science,  
         courses in . . . . . 146-147  
         program of study . . . . 90  
         practical, courses in. . 186-187  
 Office machine repair, courses in  
     technical. . . . . 167  
     vocational. . . . . 184-185  
 Offset printing  
     courses in . . . . . 185-186  
 Organ, courses in . . . . . 147-148  
 Orientation . . . . . 42  
 Parking regulations. . . . . 50-52



Payment, by check . . . . .	34
of fees . . . . .	34
Percussion, courses in . . . .	148-150
Philosophy & Bible courses in . . . . .	149-150
Pharmacy, pre, program of study . . . . .	91
Phi Theta Kappa . . . . .	56
Physical education courses in . . . . .	131-133
program of study . . . . .	91
Physical science program of study . . . . .	92
Physics, courses in . . . . .	150-151
Piano, courses in . . . . .	151-152
Police, campus . . . . .	49-53
Police science courses in . . . . .	133, 158-161
program of study . . . . .	92-93
Political science, courses in . .	152
Post office . . . . .	53
Probation and suspension . .	39-40
Psychology, courses in . . . . .	153
Publications, student. . . . .	58
Purpose, college . . . . .	25
Quality points . . . . .	37
Radio mechanics courses in . . . . .	187-188
Reading, courses in . . . . .	153-154
Readmission, former student . .	31
Recreation . . . . .	53-54
golf course . . . . .	54
lake . . . . .	54
recreation center . . . . .	54
Refrigeration & air conditioning courses in . . . . .	168-169, 188
program of study . . . . .	93
technical . . . . .	168-169
vocational . . . . .	188
Refund policy . . . . .	35
Religious organizations . . . . .	56
Removal of incomplete grades . .	37
Residence halls (See Dormitories)	
Respiratory therapy technology, courses in . .	154-155
program of study . . . . .	94
vocational, courses in . .	188-189
Secondary education. . . . .	75
Secretarial science courses in . . . . .	155-158, 178-180
intensive clerical training, program of study . . . . .	95
intensive secretarial science training, program of study. .	96
two-year program, program of study . . . . .	95
vocational business and office, courses in . . . . .	178-180
Sheetmetal, courses in . . . . .	189
Shorthand courses in . . . . .	156-157, 178-180
Sociology, courses in . . . . .	158-161
Spanish, courses in . . . . .	143-144
Speech, courses in . . . . .	161-162
program of study . . . . .	96
Staff, professional . . . . .	8-19
Standing committees. . . . .	20-21
Strings, courses in. . . . .	162-163
Student activities . . . . .	53-58
Student classification . . . . .	39
Student conduct . . . . .	59
Student publications. . . . .	58
Student services. . . . .	42-53
Student union . . . . .	53
Summer school (See Academic Calendar)	
Suspension, academic . . . . .	39-40
Teachers' certificate elementary . . . . .	75
secondary . . . . .	76
Teaching, elementary program of study . . . . .	74
secondary, program of study. .	75
Technical courses . . . . .	163-171
Technical mechanics courses in . . . . .	168
Television, courses in . . . .	187-188
Testing. . . . .	42-43
Total semester hours. . . . .	38-39
Traffic violations moving. . . . .	52-53
parking. . . . .	50-52
Transcripts . . . . .	41
Transfer students . . . . .	31-32
Transient students . . . . .	32
Typing courses in . . . . .	155, 157, 178-180
Veterans. . . . .	45
Veterinary assistant program of study . . . . .	97
Veterinary, pre, program of study . . . . .	97
Voice, courses in . . . . .	171-172
Welding, courses in . . . . .	189-190
Withdrawal from school. . . . .	38
Woodwinds, courses in . . . .	172-173
Yearbook, The Eagle. . . . .	58





HCC  
378.1543  
H58AO  
1974-75

HINDS COMMUNITY COLLEGE  
RAYMOND



5 0106 01168418 4

WITHDRAWN

